

19<sup>th</sup> November 2015

Dear Parent /carer

Re: **Certificate Presentation Evening on Wednesday 2<sup>nd</sup> December at 7.00pm in the Business Centre**

We are pleased to invite you to the Certificate Presentation Evening on **Wednesday 2<sup>nd</sup> December at 7.00pm in the Business Centre at CBEC**. The dress code is smart casual for the evening.

The evening will include a presentation of your child's certificates and other departmental awards. After the formal proceedings you and your child are invited to join us for some light refreshments in the Gym.

Your child will be able to bring a maximum of two guests. It is imperative that everyone sits in their designated place so that certificates can be distributed efficiently.

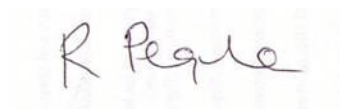
On the evening we would like to present students with a copy of the year group's Prom photographs taken by Mr Fleeman. We require parental permission for photographs to be distributed as your child is under the age of 18. Therefore, please indicate on the reply slip if you are not happy for your child's photograph to be present in the class of 2015's photographs that will be distributed.

**Please return the reply slip below to reception by Friday 27<sup>th</sup> November.**

This is an excellent opportunity for everyone to celebrate everyone's successes and we very much hope that you will be able to join us.

We hope that your child is enjoying life post CBEC and we look forward to seeing you again.

Yours faithfully

A handwritten signature in black ink that reads "R Pegler". The signature is written in a cursive style and is positioned above a faint, light-colored rectangular stamp.

Mr R Pegler  
Assistant Headteacher

**PLEASE RETURN TO RECEPTION BY FRIDAY 27<sup>th</sup> NOVEMBER**

Student's name: ..... Tutor Group: .....

\*I am/\*I am not able to attend the Certificate Presentation Evening on **Wednesday 2<sup>nd</sup> December at 7.00pm in the Business Centre.**

\*I am/\*I am not happy for my child's photograph to be included in the Prom photographs CD.

\*Please delete as appropriate.

Signed: ..... Date: .....

\*Parent/Guardian