

19<sup>th</sup> November 2015

Dear Ex-student

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 certificates and other departmental awards. After the formal proceedings you and your guests are invited to join us for some light refreshments in the Gym.

You will be able to bring a maximum of two guests and you will be allocated a seat at the front of the venue. It is imperative that you sit in your designated place so that certificates can be distributed efficiently.

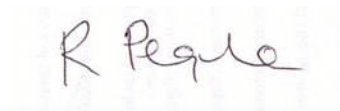
On the evening we would like to present you with a copy of the year group's Prom photographs taken by Mr Fleeman. You will need parental permission for photographs to be distributed as you are under the age of 18 (see enclosed letter for parents).

**Please ensure the reply slip on the letter addressed to your parents is returned to reception by Friday 27<sup>th</sup> November indicating whether or not you will be able to attend and whether your photograph may be distributed as part of the year group's photographs.**

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

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

Yours faithfully



Mr R Pegler  
Assistant Headteacher