

17 October 2019

Dear Highcrest Student & Previous Students

Certificate Evening: Wednesday 13 November 2019

I would like to congratulate you and your year group on your achievements in your examinations last summer. With this in mind, I would like to invite you to the Certificate Evening where you will be able to collect the official certificates for your GCSEs, AS Level, A Level and BTEC Levels 2 and 3. It will also be an opportunity to meet with your friends whom you may not have seen since the end of your exams in the summer. This is an informal evening for our students and the school and provides an opportunity for us to see ex-pupils and find out how they are doing in the next stage of their education.

This event will be held on Wednesday 13 November 2019 in the canteen. It will commence at 6.00pm and finish at 7.30pm. Those unable to attend should make arrangements to collect their certificates after the 13 November from Mrs Webb (Exam Officer).

Please email your reply by Friday 25 October indicating if you will be attending directly to: KWright@highcrestacademy.org.uk. Alternatively, please print off and drop into Reception at The Highcrest Academy.

I hope that you will be able to attend and I look forward to seeing you on Wednesday 13 November.

Yours sincerely

Miss K Wright
Previous Year 11 Year Manager

✂-----

Certificate Evening – please return to Miss Wright@ The Highcrest Academy

I (Name)_____ *will/will not be able to attend the Certificate Presentation Ceremony on Wednesday 13 November.

Signed_____ Date_____