



# St Augustine's Catholic College

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HEAD TEACHER: J C Alsop MSc BA (HONS)

Our ref: JCA/ZGB/Presentation Eve Invite Letter  
August 2018

Dear Student

## GCSE and A-Level Certificate Presentation Evening – Thursday 20 December 2018

The Presentation of Certificates Evening for those students who sat their examinations in the summer has been arranged for Thursday 20 December commencing at 7:15pm in the Assembly Hall. The evening is of special importance to St Augustine's as it is very rewarding to celebrate the achievements of our students.

On the evening, you are requested to arrive at **6:30pm** in Reception for registration. A pre-presentation briefing will be given to inform you of the running order of events for the night in the Theatre. It is of extreme importance to note that only students who have registered by 6:45pm will be presented with certificates as the logistics make it impossible to add further students after that time. Students will be allocated a booked, named seat, so it is essential to complete the slip below and return it to the College by **Friday 30 November 2018**. Due to the capacity of the Assembly Hall, places are regrettably restricted to a maximum of 3 per family, including the student. Please note this will also be an ideal opportunity for you to return any outstanding library or coursework books to the College.

Your guests are invited to take tea and coffee in the **Dining Hall** from 6:30pm prior to the formal presentation.

If you are unable to attend on the evening and would like your certificates posted, please advise on the return slip below and enclose a payment of £7.00 to cover postage and packaging. Alternatively, they can be collected in person during normal school working hours or by a nominated person bearing a letter of permission from yourself to collect on your behalf. Please note that we are unable to store certificates indefinitely and that any not collected by the end of July 2018 will be placed in confidential recycling for destruction.

Yours sincerely

**J Alsop**  
Head Teacher

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## GCSE and A-Level Certificate Presentation Evening – Wednesday 20 December 2018 To: Mrs Garcia-Breton

\*I will/will not be able to attend the Certificate Presentation Evening on Wednesday 20 December 2018. (\*Please delete where applicable and return this form by **Tuesday 31 October 2017**)

Total number attending  (maximum 3 including student)

Name of Student; ..... (please print) Date .....

Certificate Postal Address (if not attending): .....

I enclose £7.00 for 'Special Delivery' postage and packaging (compensation up to £500.00).

NB. Each certificate costs around £40.00 to replace. Please make cheques payable to St Augustine's Catholic College.