

Dear Parent / Carer

### **Presentation Evening 2017**

You are invited to attend a presentation evening we are holding to celebrate the GCSE successes of our students who left in the summer. It will be held on **Thursday 30 November** at **6.00pm** in the main hall.

The formal part of the evening takes place in the main hall where, after an introduction by a company leader, a guest speaker and company leaders will present prizes to some of the students. After the formal part of the evening, students are given their examination certificates in classrooms, by their form tutor. If parents are to collect certificates then they will need a letter from their child. Refreshments will be served at the end of the presentation, giving students, parents and staff an opportunity to socialise.

Information about the collection of coursework will also be issued on the evening.

We would like to emphasise the Presentation will last approximately an hour and if your child feels that this will be too long to remain seated and quiet then they should not attend. The evening is by invitation only. It is, therefore, essential that you contact the school either by e-mail ([presentationevening@durring.com](mailto:presentationevening@durring.com)) or by the attached reply slip stating if you are attending, how many guest tickets you require and if any special seating arrangements are needed. All replies must be **returned by Wednesday 22 November** so that seating can be organised. Because we are limited for space, the only guests allowed are parents or close family members and a maximum of two per student. Tickets will be posted or e-mailed back to you prior to the evening.

We hope you will be able to join us in this final celebration of our students' achievements and their time at Durrington High School.

If you are unable to join us on the evening, please note that certificates are not posted to you, but can be collected in person from the school reception from 8am – 4.15pm after 4 December. (They can only be collected by friends or relatives if they have your written permission) Please be aware that, if your child intends to go to university or other higher education place in the future then they will need these certificates as proof of achievement.

Yours sincerely

**Mr C Davis**  
**Head of Vocational Learning**



# DURRINGTON HIGH SCHOOL



## REPLY SLIP

Presentation Evening

Thursday 30 November 2017 at 6.00 pm

Student Name: .....

Form: .....

will be attending the presentation evening.

(Students who are coming to receive certificates will not need tickets, but accompanying guests will)

We will / will not be accompanying them.

*Delete as applicable*

We will need ..... tickets (maximum of 2)

If you have any special needs regarding seating arrangements, please specify below:

.....  
.....  
.....

Signature: ..... *Parent/Carer*

Please print

name: .....

(You may also email this information to [presentationevening@durring.com](mailto:presentationevening@durring.com) )

**Reply slips must be received by Wednesday 22 November 2017.**