



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

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Headteacher:
Rachel Cave BSc. NPQH

November 2018

Dear Parent/Carer

GCSE AND GCE CERTIFICATE PRESENTATION EVENING **Thursday 20 December at 7.00 p.m. in the School Hall**

You are warmly invited to attend this evening when all the certificates gained by students will be officially presented. We believe that recognising achievements in this way marks an important milestone in a young persons career. As this is a formal evening, smart dress appropriate for the occasion is expected of each student.

A programme will be available on the evening but here is a brief outline for your guidance. After an address by the Headteacher, the Chair of Governors will introduce our guest who will present the certificates to the students. In addition some students will receive prizes which recognise special achievements at Highdown. Afterwards there will be an opportunity for you to meet each other and for the ex-Highdown students/current Sixth Formers to swap stories and experiences. The school photographer will also be in attendance, taking individual student photos as they collect their certificates, further information regarding ordering photographs will be available in the programme.

Our guest speaker this year is the adventurer Charlie Walker, please visit his website for more information www.cwexplore.com

We would appreciate a reply to this letter by **Friday 23 November 2018** confirming how many in your family will be attending. Please complete the attached reply slip.

We look forward to meeting you on what always proves to be a most enjoyable and rewarding evening.

If your son/daughter is unable to attend the evening they may either give their written permission for someone to collect the certificates on their behalf, or send in a stamped, self-addressed A4 sized envelope with sufficient postage for recorded delivery. Your son/daughter needs to sign and return the enclosed reply slip to indicate the preferred method of collection. We must have their signature to be able to release the certificates, either on our reply slip or in a letter. **Please note that if you cannot make the evening, certificates will not be released until after the Presentation Evening.**

Yours sincerely

Ms R Cave
Headteacher



**GCSE AND GCE CERTIFICATE PRESENTATION EVENING THURSDAY 20 DECEMBER 2018
REPLY SLIP**

To be returned by Friday 23 November to
Mrs K Vince-Porteous, School Office or by email to kivinceporteous@highdown.reading.sch.uk

Students Name:

DELETE AS APPROPRIATE

I / we will be attending the Certificate Presentation Evening

Number attending (including student) _____

I / we are unable to attend the Certificate Presentation Evening and enclose the completed slip for return of certificates together with a stamped addressed envelope where appropriate.

Please indicate if you require seat(s) for disabled guests.

Signed: _____

Date: _____