

October 2016

Our Ref: ABR/KJ



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Derby DE1 2LF

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Dear Parent/Carer

Former Year 11 Award Evening

I would like to invite you to attend the Former Year 11 GCSE Award Evening which will take place in the College Theatre on **Wednesday 23 November 2016 at 7.00p.m.** Places are limited to two per student as, sadly, we cannot accommodate other members of the family and friends on this occasion because of the large numbers involved. Dress for students should be business or smart casual.

Please note, if you are attending, it is important that students arrive at Reception by 6.15p.m. This will enable seating arrangements and procedures for the evening to be explained to them.

As each certificate is presented, an individual photograph will be taken by a photographer. These will be available later in the month, at a cost of £7.00. If you would like to order in advance, please return the attached slip together with payment, and the photograph will be posted to you.

If you will be attending the event, please return the attached pro-forma, or reply by e-mail to lwalendziewski@landau-forte.org.uk no later than **Tuesday 1 November 2016**, so that we can make the necessary arrangements. For those who are unable to attend, please ensure you contact Mrs Annette Potts from Monday 09 November 2016 on 01332 204040 to arrange an appropriate time to collect these from Reception.

I look forward to meeting you again and if you require any further information regarding the evening, please contact my PA, Miss Lauren Walendziewski.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'A Brannick'.

Ms A Brannick
Principal

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A company limited by guarantee

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Registered Office:
Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity