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Headteacher: Mr M Wignall  
May 2018

Dear Parents/Carers

**Certificate Evening - Thursday 8 November 2018**

Congratulations to all the students for all their hard work; I am delighted to invite you to attend a Certificate Evening on Thursday 8 November 2018. You are invited to join us for canapes and a welcome drink at 5.45pm. The main awards ceremony will commence at 6.30pm; we are delighted to announce that Rico Surrige, Executive Product Manager at BBC i-player and former Downlands students has agreed to present the awards.

Certificate Evening will consist of a formal presentation of Certificates to individuals in attendance and then provide an opportunity for former pupils to meet with each other and their teachers to catch up and share their latest news. It will also allow you to reminisce with other parents/carers about the school years and where they all went. Those unable to attend can collect course work and certificates after this date. Please ring the School Reception to arrange a time for collection. **We have been informed that all certificates should be destroyed on 31 August 2019. Replacement certificates have to be obtained from the examination board directly.**

Please complete the reply slip below and return to school by Friday 26 October or email [nburston@downlands.org](mailto:nburston@downlands.org) by that date stating how many tickets you would like. Tickets are limited to 4 per family, including the individual receiving the Certificate and it is a ticket only event. We would like to e-mail your tickets to you; however if this is not convenient please confirm below an alternative. Tickets will be emailed week commencing 29 October and should be brought with you on the night.

We are all looking forward to this celebration of the achievements and successes of five memorable years at Downlands and we look forward to seeing as many former pupils and parents as possible.

This is an extremely popular evening and your early response would be much appreciated.

Yours faithfully

Mr M Wignall  
Headteacher

Please return to Downlands via email to [nburston@downlands.org](mailto:nburston@downlands.org) or the Trips Box by Friday 26 October 2018

**CERTIFICATE EVENING – THURSDAY 8 NOVEMBER 2018**

Name of Pupil receiving Award ..... Contact Telephone Number .....

*Please tick below as appropriate:*

- I/We are able unable to attend the Certificate Evening
- I/We are able to attend the Certificate Evening and will require ..... seats  
(Please include your child as well as guests in this number – no more than four tickets in total please)
- Please give the tickets to .....(Name of Pupil) in Tutor Group .....
- I will collect my tickets from Downlands Reception

