

14 November 2014

Dear Former Student

CERTIFICATE PRESENTATION EVENING, THURSDAY 4TH DECEMBER 2014

I am pleased to inform you that we are holding a school leavers event at the school on Thursday 4 December 2014. This will be an informal gathering where you will collect your certificates and coursework and also have the chance to meet up with former school friends and staff. Refreshments and snacks will also be available. The event will begin at 5.30 pm and should last approximately an hour. We would appreciate you letting us know whether you can attend or not, either by telephone on 01723 362301 or by returning the reply slip below.

If you are unable to collect your examination certificates on 4th December please ring Mrs Julie Short, Exams Manager, to arrange another time to collect them. Alternatively, please send a cheque for £7.15, payable to Scalby School along with your address on the attached form, and they will be posted to you by special delivery. Third parties may not collect certificates without Mrs Short receiving the attached form completed and signed by the person named on the certificates and photographic proof of ID will be required from the person collecting them, which will need to be after the presentation evening.

Coursework / controlled assessment may be collected during the evening, after which time it will sadly have to be thrown away, owing to limited storage space being available in school. Please contact the appropriate head of department if you wish to collect your coursework /controlled assessment after the evening.

I look forward to seeing you on 4th December to celebrate the achievements of you and your year group.

Yours sincerely,



David Read
Headteacher



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Fieldstead Crescent
Scarborough
North Yorkshire
YO12 6TH
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Fax: 01723 369226

Email: admin@scalbyschool.org.uk
Website: www.scalbyschool.org.uk

TO: MRS J. SHORT –
SCALBY SCHOOL PRESENTATION EVENING, THURSDAY 4TH DECEMBER 2014

Complete this section under all circumstances

Name of former student:- _____

I shall be present*

I am unable to be present* (*please delete one)

(Please delete as appropriate and return to Mrs J Short or email j.short@scalbyschool.org.uk)

..... **Do NOT remove lower portion**

To make alternative arrangements to receive your certificates (other than collecting in person) please complete below:-

Complete EITHER this section

I authorise _____ (insert full name of person who will collect the certificates here) to collect my GCSE certificates as I cannot collect them. This person understands that they will need to bring along their own photographic identification (such as a passport or photo driving licence) in order to receive my certificates. Please phone Mrs Short to agree a collection date and time.

Signed: _____ (Student)

OR this section

Please send my GCSE certificates to me at home as I cannot collect them.

My address is:- _____

I enclose a cheque for £7.15 to cover the cost of special delivery.

Deadline for receipt of return slip: 20 November 2014 – Late requests not accepted.

FOR OFFICE USE ONLY

Date received:-

Amount received:-