



October 2019

Dear

**Re: Brockington College Presentation Evening**  
**Wednesday 27 November 2019 at 6.30pm**

I am delighted to invite you to attend the presentation evening for former Year 11 'Class of 2019' students, which will take place at Brockington College on Wednesday 27 November 2019.

During the evening, we will present exam certificates to each former student and there will be a range of trophy presentations awarded across a number of different areas. The evening will also provide you with the opportunity to meet up with friends from your old year group and members of staff from Brockington College.

We would really hope that you are able to attend the evening and you are invited to bring a maximum of two guests with you to share this special event. Please respond via the following link, **by Friday 22 November 2019 even if you cannot attend the evening**, to enable us to prepare the certificates and make suitable seating arrangements: <https://goo.gl/forms/6GKKGoXYBIEFU14O2>. A copy of this letter is also available on our school website where you can access the electronic link.

The dress code for the evening is 'smart', as befitting a presentation evening that is to celebrate your achievements. If you are not able to attend the presentation evening, exam certificates will be available for collection from the school office from Monday 2 December 2019. These need to be collected from school reception in person, by you or by someone else on your behalf. If someone else is collecting your certificates, they must have a note of authorisation from yourself and be able to prove their identity with photographic ID.

Brockington College will only retain your certificates for a limited period and any certificates unclaimed after two years will be destroyed. Should you wish to obtain your certificates after this, you will need to deal directly with the awarding bodies who charge for this service.

Your certificates are the evidence of your achievements and it is most important that you remember to collect them.

We hope to see you and your guests at the presentation evening on Wednesday 27 November 2019.

Yours sincerely

Sadie Batstone  
Principal

