

16th September 2019**To: Parents of Pupils in Year 3 to 11**

Dear Parents

Prize Giving – Wednesday 16th October 2019

Enclosed is your invitation to Prize Giving on Wednesday 16th October and I hope that you will be able to attend. I am now letting you know the arrangements for your child. No pupil should be absent from this important school occasion and you are asked to make every effort to ensure your child attends.

Any pupils who are involved in the entertainments programme or any pupil within the school **receiving a prize should go straight to The Albert Hall for 8.45am**. Other pupils in Years 3 to 11 (non-prize winners and non-musicians), should come to school as usual where they will stay until 10.30am and then walk to The Albert Hall.

The rehearsal will finish at **12.15pm** when all pupils will then be free for the afternoon in lieu of attending Prize Giving in the evening. Pupils in the Junior School will need to be collected. Pupils who have been asked to speak or to perform a drama piece will rehearse until 1.00pm. Pupils in the Senior School may be allowed to leave on their own if this is your wish – please indicate on the return slip below.

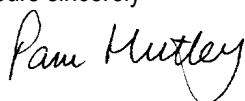
On the evening of Prize Giving all pupils should arrive at the Albert Hall by **6.30pm** in formal school uniform including their white shirt, tie and blazer (and green tights for girls). Hair must be tied back and no make-up worn. Pupils may be collected at the end of Prize Giving at **8.45pm**. After the event you are welcome to join the staff, trustees and prize winners in The Osborne Suite where refreshments can be purchased at the bar. Complimentary tea and coffee will be available to parents both before and after the event.

Due to the late finish of Prize Giving, we are happy for KS2 pupils (Years 3 to 6) to arrive in school slightly later the following morning but certainly no later than 10.30am.

Please return the slip below to acknowledge the change in daily arrangements to your child's Class Teacher or Form Tutor by Friday 4th October.

I look forward to seeing you all at Prize Giving.

Yours sincerely



Mrs P S Hutley
Headmistress

✂

**Prize Giving – Wednesday 16th October 2019**

Pupil's Name:

Form:

I acknowledge receipt of the letter detailing arrangements for Prize Giving on Wednesday 16th October 2019

Junior School I will make arrangements for my child to be collected at 12.15pm**Senior School - Years 7 to 11** I will collect my child from the Albert Hall at 12.15pm (Please tick as appropriate) I wish my child to make their own way home at 12.15pm

Signed:

Date:

Please return to your child's Class Teacher / Form Tutor by Friday 4th October 2019