

13 November 2019

Dear Parent/Guardian

KS4 Celebration Assembly - Wednesday 20 November 2019

Every year we celebrate the achievements of all those students in last year's Year 11. This involves sharing memories, students collecting their final GCSE and vocational qualification certificates and the presentation of the Key Stage 4 prizes.

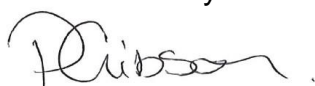
This year, the event will take the form of a celebration assembly on **Wednesday 20 November**, at **2:30pm** in the Main Hall. We anticipate the assembly will finish around 3:15pm.

All current Year 12 students will attend this event, along with teachers and parents of those students accepting prizes. Unfortunately, as there is limited seating available in the Main Hall, we are only able to invite the parents of students who have won prizes. You will be contacted separately if your child is a prize winner. Please note also that there will not be parking spaces available on site for guests as the assembly is happening during the school day.

The Key Stage 4 certificates will be made available to all students who sat their GCSEs at Maiden Erlegh School for collection at this event. Uncollected certificates can be obtained from the school office from Monday 25 November 2019. **Please be aware that the examination boards have advised that unclaimed certificates should be destroyed after 12 months.**

We look forward to seeing your son/daughter at this event.

Yours sincerely



Mr P Gibson
Headteacher