

## Westbourne Academy

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# WESTBOURNE ACADEMY

Principal - Mr Garry Trott  
Our ref RHa/JEK

26 October 2016

Dear Student and Parents

I am writing to invite you and your parents to our Year 11 2015-16 Presentation Evening which will be held on Thursday 17th November 2016.

We look forward to welcoming you back to Westbourne for this occasion, so please do everything you can to attend for what we are sure will be a proud evening for everyone involved. The purpose of the evening is to celebrate your success and receive your GCSE certificates gained in examinations during your time with us. These are important documents that you need to keep safe and secure as you will need them for future applications to Further Education or employment. (All certificates will be distributed without reference to grades achieved)

As the certificates are presented your Head of House will be making a roll call of your name together with your current place of study or employment and the course you are taking. Please complete the attached slip and return it to us so we have up to date information for this purpose. We will also include presentations for the best achievement and progress in subjects and best overall achievement and progress throughout your Year Group.

After the formal part of the evening, as well as collecting your certificates, staff will be pleased to catch up with you to hear how you are getting on since leaving us and there will be photo opportunities and refreshments available.

The ceremony will start at 6.00pm so we would appreciate it if you could arrive by 5.45pm to allow us to sign everyone in.

For organisational purposes, we must know if you wish to attend and whether you will be bringing any guests. Due to limitations on space available we regret that we have to restrict guests to a maximum of 2 per student. Please complete the reply slip and return it to us by Friday 11th November or email [office@westbourne.atrust.org.uk](mailto:office@westbourne.atrust.org.uk) or telephone 01473 466133 (remember to include the information about your currently study). Sadly, it will not be possible to arrive on the night without notification.

As this event is a formal celebration of your achievements we request that all students wear smart casual clothing. Jeans, tracksuits and trainers would not be suitable on this occasion.

Yours sincerely

Mr R Hawkes  
Assistant Principal



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Please complete and return by Friday 11th November.

I will be attending Yr11 (2015-16) Presentation Evening on Thursday 17th November.  (tick here)

Name: \_\_\_\_\_ Number of guests

Current place of study/employment \_\_\_\_\_

I am studying \_\_\_\_\_





## Information

This is a letter about important school information. If you are unable to read this information because English is not your first language, please ask someone who speaks English to contact the school on 01473 742315 or email [office@westbourne.atrust.org.uk](mailto:office@westbourne.atrust.org.uk)

### **Lietuvių kalba/Lithuanian - Informacija/General information**

Tai laiškas apie svarbią mokyklos informaciją. Jei negalite perskaityti šios informacijos, nes anglų nėra jūsų gimtoji kalba, kreipkitės į ką nors, kas kalba angliškai arba kreipkitės į mokyklą 01473 742315 arba el [office@westbourne.atrust.org.uk](mailto:office@westbourne.atrust.org.uk)

### **Polski/Polish - Informacja/information**

Jest to pismo o ważnych informacjach o szkole. Jeśli nie możesz przeczytać tej informacji, ponieważ angielski nie jest twoim pierwszym językiem, poproś kogoś, kto mówi po angielsku, lub skontaktuj się ze szkołą 01473 742315 lub e-mail [office@westbourne.atrust.org.uk](mailto:office@westbourne.atrust.org.uk)

### **Em português /Portuguese - Informações/information**

Esta é uma carta sobre informações importantes sobre a escola. Se você é incapaz de ler esta informação, porque o Inglês não é sua língua nativa, por favor, pergunte a alguém que fala Inglês deve contactar a escola 01473 742315 ou e-mail [office@westbourne.atrust.org.uk](mailto:office@westbourne.atrust.org.uk)

### **Limba română/Romanian - Informații/ General information letter**

Aceasta este o scrisoare cu privire la informații importante școlare. Dacă nu puteți citi această informație pentru că engleza nu este prima limbă, vă rugăm să întrebați pe cineva care vorbește limba engleză trebuie să contacteze școala 01473 742315 sau e-mail [office@westbourne.atrust.org.uk](mailto:office@westbourne.atrust.org.uk)