



12 October 2015

IMPORTANT INFORMATION to All Former Year 11 and 13 Students

Dear Former Year 11/Year 13 Student

You are warmly invited to our annual **Awards Evening** on **Friday 13 November at 6.30pm** for 7.00pm in the Sports Hall. The formal part of the evening will be followed by an informal reunion of past and present students with their teachers and we very much hope that you and your parents/family will be able to attend.

The evening will include:

- Introduction by the Chair of Governors, Mrs Hilary Pillin
- An address by our visiting speaker
- The presentation of certificates for GCSEs, BTECs, NVQs and A Levels
- Awards for the Headteacher's Prize for Distinguished Work at GCSE, AS and A2
- Awards for Academic Achievement
- Awards for Whole School Contribution
- Talk by Mr Robert Shadbolt and students
- Musical interludes by the Senior Choir and music students, along with photographic and art displays

We expect to welcome over 500 people to this celebration of our students' outstanding achievements and therefore it is essential that you book a place. Please reserve your place now by emailing awards@wgswitney.org.uk, telephoning (01993) 899524 or by returning the slip enclosed, **by Wednesday 11 November**. Please arrive by 6.30pm in order to be shown to your seat, if you have booked a place.

If you do not reply by this date, you are very welcome to join us on the evening; we will try our best to include you in the formal presentations, but please arrive early, by 6.15pm. Should we be unable to include you in the presentations, you will be able to collect your certificates at the end of the formal programme.

If you cannot attend the Awards Evening, you will need to collect your certificates in person from the main School Office from Monday 16 November. Should you be unable to do this personally, please write a letter, authorising someone else to sign for and collect them on your behalf. The nominated person should bring this letter with them.

We look forward to welcoming you and your family on the evening.

Yours sincerely

Mrs C Whiting
Assistant Headteacher/
Head of Sixth Form

WOOD GREEN SCHOOL AWARDS EVENING Friday 13 November 2015

Please email your reply/return this slip by Monday 9 November 2015. Thank you

To: **Sixth Form Administrator, Wood Green School, Woodstock Road, Witney, OX28 1DX**
awards@wgswitney.org.uk

I _____ former Tutor Group: _____

Email address: _____

- Will be bringing _____ guests to the Awards Evening

- Will not be attending and will make arrangements to collect my certificates after Monday 16 November

Year 13 only - Destination

University & course: _____

Gap Year Destination & Activity: _____

UCAS Application for 2015 Subject: _____

Employer Name & Address: _____

Your job title: _____