



STATIONERS'
CROWN WOODS ACADEMY
Executive Principal: Mr David Millar

May 2018

Dear Parent/Carer

YEAR 13 GRADUATION

I am writing to inform you of the plans for the year 13 graduation event which will take place on Wednesday 27th June between 6pm-8pm. The event will take place in the Crown Building main hall where a buffet and soft drinks will be available during the event.

In order to run this event we need to know the number of students and guests by Friday 25th May. Regrettably we can only accommodate two family guests per student for health and safety reasons, and I would ask that young children do not attend.

Limited car parking will be available on site, though we would recommend your prompt arrival at school if you need to park your car.

We are producing a leaver's booklet for which we require students to have their photograph taken, please can students see Ms Randall before Friday 25th May to have these taken.

Kind Regards

Mr N Doyle
Head of Arden School

YEAR 13 GRADUATION – WEDNESDAY 27TH JUNE – REPLY SLIP

Name of Student

We are *able/unable to attend the Year 13 Graduation Ceremony on 27th June.
There will be*one/two guests at the Graduation Ceremony
(*Please delete as appropriate).

Signed **Parent/Carer**

Aspire, Strive, Thrive,
Relentlessly pursuing excellence...

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