

12 October 2018

Dear Year 12 Student

Re: Year 12 Graduation Ceremony

We would like to personally invite you to the official Year 12 Graduation Ceremony for West Exe School Class of 2018.

- **Date: Thursday 22 November 2018**
- **Time: 17.30 p.m. students arrive for 17.45p.m. start**
- **Venue: West Exe School**
- **Dress Code: Smart casual – no jeans please!**

The purpose of the evening is to celebrate the fantastic achievements of last year's Year 11 students. The evening will also provide us with the opportunity to present you with your examination certificates, together with special subject awards. There will also be an opportunity at the end of the evening to meet with staff.

We can offer a maximum of 2 guest seats per student. **We will not be issuing hardcopy tickets to students and parents.**

If you are unable to attend the Graduation Ceremony you will be able to collect your exam certificates in person from Monday 03 December 2018 at Main Reception. You will need to bring some form of identification. If you would like your certificates collected by someone else, then that person will need signed permission from you to do so and also bring in ID.

Please note that exam certificates will only be held by the school until Thursday 31 January 2019. After that, all unclaimed certificates will be destroyed. A replacement Certified Statement of Results will be available directly from the exam board at an approximate cost of £50 per exam board, therefore, it is very important that they are collected promptly. You will need to produce your original exam certificates when applying to University, Further Education and job interviews.

Please e-mail Mrs Louise Garratt, Exams Officer at louise.garratt@westexe.devon.sch.uk by Friday 26 October 2018 at the latest to let us know whether you are able to attend or not. If you do wish to attend the evening can you please confirm whether you will be attending and bringing 1 guest or 2 guests maximum – you may use the slip below by copy and pasting it into an e-mail. **Please remember there will be no tickets issued.**

We will assume if we don't hear from you that you will not be attending.

We very much hope that you are able to join us for this special celebration.

Yours faithfully

Mr Tim Rutherford
Headteacher

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West Exe School
Year 12 Graduation Ceremony: Thursday 22 November 2018 at 17.30 p.m. West Exe School

Name: _____

I am able to attend the evening [Y/N]

I shall be bringing 0 guests [Y/N] 1 guest [Y/N] 2 guests [Y/N]

Name: _____ Date: _____

Please e-mail Mrs Louise Garratt, Exams Officer, at louise.garratt@westexe.devon.sch.uk
By Friday 26 October 2018