



*"A learning community in pursuit of excellence"*

**YEAR 11 2018-2019 : INVITATION TO THE FORMAL PRESENTATION OF GCSE CERTIFICATES AND PRIZES**

You are cordially invited to attend the Formal Presentation of GCSE Certificates and Prizes which will take place on **Thursday, 14<sup>th</sup> November 2019**. Refreshments will be served from 6:30 p.m before the commencement of the ceremony at 7:00 p.m.

We have limited space available, therefore, you can apply for a ticket for yourself and one guest, which are available on a first come, first served basis. Applications for tickets should be made using the tear off slip below and returning this by post or email no later than **Friday, 18<sup>th</sup> October 2019**. To avoid disappointment, please apply for your tickets as soon as possible.

As this is a formal celebration the dress code for the evening is smart attire. Entry may be refused to recipients who are considered to be inappropriately dressed.

If you are unable to attend, you must arrange to obtain your certificates by either:-

- collecting them yourself by reporting to the Main Reception between the hours of 8:30 – 16:00, and asking for your certificates to be brought to you from the Exams Office (first date for collection – Friday, 15<sup>th</sup> November, certificates will not be available before the Presentation Evening);
- giving a letter of authority to a responsible person to collect the certificates on your behalf, again by reporting to the Main Reception. You need to state the name of the person collecting your certificates in the letter and they must bring proof of identity with them;
- making a request in writing to the Exams Office that your certificates be posted to you by Recorded Delivery and enclose a payment of £2.50 to cover the cost of postage and packaging.

**Please ensure that you have collected your certificates by Friday, 20<sup>th</sup> December 2019.**

We hope that you will be able to attend the presentation and look forward to seeing you at this event.

Yours sincerely,

Miss A Gilroy

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**Please return your ticket application by Friday, 18<sup>th</sup> October 2019, either by:-**  
**post to:** Exams Office, LSA Technology & Performing Arts College, Worsley Road, Lytham St Annes. FY8 4DG  
**or email to:-** [examsoffice@lythamhigh.lancs.sch.uk](mailto:examsoffice@lythamhigh.lancs.sch.uk)

**NAME:**

**Presentation Evening : Thursday, 14<sup>th</sup> November 2019**

I would like:

- One student ticket  
 One guest ticket

**Means of obtaining tickets**

Please tick the appropriate box below to confirm how you would like to receive your ticket(s):-

- I will collect my ticket(s) from Reception in school hours  
 Please post my ticket(s) to me in the **stamped addressed envelope which I have enclosed**  
 Please e-mail my ticket(s) to me at (email address): \_\_\_\_\_