



Aston Manor Academy

All different • All equal • All achieving

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HEADTEACHER: JILL SWEENEY



1st November 2017

Dear Student

Re: Aston Manor Academy 2017 Awards Evening

Aston Manor Academy would like to invite you to our Annual Awards Evening.

The event will take place on **Thursday 23rd November 2017** at the **Mount Zion Community Centre**, 70 Thomas Street, Birmingham, B6 4TN. You have been invited to receive your certificates. There will be a number of celebratory awards presented on the evening, along with some special performances.

All students receiving their certificates from the last academic year (2016 – 2017) are invited for a light buffet at **5.30pm** to meet old friends and staff. **Parents and family guests should arrive by 6.30pm** for a prompt start. The evening will finish at 8.00pm approximately.

Please complete and return the attached pro-forma by Friday 17th November and collect your tickets from the school reception (or ring to request them by post).

ALL students and guests require tickets for this event.

Student dress code: SMART (no jeans, no trainers).

I sincerely hope you are able to attend our ceremony and very much look forward to seeing you on Thursday 23rd November.

Please note that we are unable to issue certificates on the night to students who have not returned their reply slip, stating they will be attending the evening.

Yours sincerely,

Mr J Forbes
Assistant Headteacher

Please return to Aston Manor Academy.

Student name:.....

I am able to attend the Awards Evening on Thursday 23rd November 2017

I require..... extra tickets (please note only 2 additional tickets are available per student)

Signed:..... Date:.....

