

25th February 2010

Dear Parents and pupil

The Duke of Edinburgh's Award Presentation Evening
Wednesday 24th March 2010, Southport Theatre

On behalf of the Sefton Duke of Edinburgh's Award Committee I would like to invite you and your family to the Sefton Presentation Evening, when all the young people who have gained their Award during the last year will receive their badges. The Lord Lieutenant of Merseyside, the High Sheriff and the Mayor of Sefton usually attend, as well as other distinguished guests. This is a formal occasion and all recipients will be awarded individually.

The doors to the Theatre will open at 7pm, and all participants and their guests need to be seated by 7.15pm. The evening is due to finish before 9pm. It is requested that everyone, parents and recipients, remain in their seats until the end of the evening.

Award recipients sit near the front of the theatre, as indicated by the school's place name. School and Youth Service staff will be on hand to ensure the students are seated in the correct area, thus ensuring the smooth running of the event. Guests sit in the tiered section of the theatre and seats are taken on a first come first served basis. On the evening, photographs may be taken for publicity by local papers and organisers. Your permission is sought for this- on the acceptance slip.

Mrs Robinson and all the staff at Merchant Taylors' Girls' School would like to congratulate the students on the completion of the Award and thank their families for supporting them. It is hoped that you will be able to join us at the Presentation Evening to celebrate their achievement.

Please complete and return the attached reply slip to Mrs Southworth by Thursday 4th March.

Yours sincerely

Mrs C Southworth
Dof E Co-ordinator

Mrs L A Robinson
Headmistress

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Reply slip

NAME will / will not (please indicate accordingly) be attending
The Sefton Duke of Edinburgh's Award Presentation Evening
on Wednesday 24th March 2010

with _____ guests

SignedParent / Guardian Date

I give permission for my child to be included in any photographs taken on the evening.

Yes / No (please indicate accordingly)