

September 2010

Dear

It is with much pleasure that we invite you to come and receive your certificate and/or prize on **Friday, 5<sup>th</sup> November** at the Philharmonic Hall.

This is a very important and prestigious occasion when we are proud to recognise your achievements, along with those of other girls. If you are able to come will you please be sure to be in your seat by 10.30 am as Prize Giving begins at 11.00 am. Please may I respectfully remind you that this is a formal occasion and that you are expected to remain in your seat for the duration of the event, and to avoid any embarrassment or unfavourable comment, I would suggest that you wear something appropriate.

Your parents' official invitation to Prize Giving is enclosed. If you wish to have extra tickets please apply to the Secretary at School, enclosing a stamped addressed envelope.

This year we are inviting recent leavers to coffee and light refreshments after the ceremony on the 5<sup>th</sup> November, at approximately 1.00 pm. This will give you an opportunity to talk both to your friends who are there and to members of staff, past and present. To assist with catering arrangements, please return the reply slip by Monday 11<sup>th</sup> October.

If you are unable to attend Prize Giving will you please arrange to collect your Certificate from the school office after 5<sup>th</sup> November. If you cannot collect it yourself, perhaps a member of your family could collect it for you, since a personal signature is required to acknowledge receipt. We are sorry but we cannot undertake the responsibility of posting Certificates to you, as the Board will not replace a Certificate lost in the post.

I look forward to the possibility of seeing you, if only briefly, on 5<sup>th</sup> November.

Yours sincerely

Mrs L A Robinson  
Headmistress

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**RSVP to the School Secretary at MTGS no later than Monday, 11<sup>th</sup> October.**

PRIZE GIVING 2010

*(Please delete as necessary)*

I shall / shall not be present at Prize Giving on 5<sup>th</sup> November and

I will / will not be staying for refreshments after the ceremony.

Signed ..... NAME .....(Block capitals please)

Address .....