

Our Ref: 134 16

10th November 2016

Dear Parent/Carer

Annual Prizegiving at Anglican Cathedral – 2016

As published in the school calendar, the Annual Prizegiving Service in the Anglican Cathedral will take place on Thursday 17th November 2016. The Guest Speaker this year is Frank Cottrell Boyce.

School will finish at 12.55pm on 17th November. Attendance is compulsory for all students and your son/daughter should report to his/her form tutor by 6.30pm at the back of the Cathedral (in the well area) in order to receive their registration mark. You should be aware that students who do not attend Prizegiving will be given an unauthorised absence for the afternoon of 17th November. Students should wear full school uniform.

Year 7 students, musicians and members of the school choir will attend a rehearsal ceremony at the Anglican Cathedral during the morning of Prizegiving – i.e. Thursday 17th November. At the end of the rehearsal they will be transported back to St Margaret's, where they will be dismissed from school at approx. 12.55pm.

Please note, there is a £3.00 car parking charge to park at the Cathedral. May we respectfully remind parents that Evensong finishes around 6.10pm and you are therefore asked to remain as silent as possible upon entering the Cathedral and processing to your seats.

It is anticipated that Prizegiving will end at approximately 8.30p.m and it is important for parents/carers to ensure that satisfactory and safe arrangements are made for your son/daughter's journey both to and from the Cathedral.

I look forward to seeing you on this important occasion in celebration of the success of our students.

Yours sincerely

**Mrs A N Penketh
Vice Principal
Director of Ethos & SMSC**