



Forest Gate Community School

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Headteacher: Simon Elliott

12th November 2015

Ref: HA/NA

Dear Students

Re: GCSE Certificates Evening - Wednesday 25th November 2015, 5:00pm - 6:30pm

You have been formally invited to return to school on **Wednesday 25th November 2015** from **5.00pm - 6:30pm** to collect your GCSE certificates.

The certificates will be issued in the Lower Breakout Space so it is important that you enter the school through the main entrance.

Light refreshments will be provided and it will be an opportunity to meet up with your peers as well as staff.

Please bring proof of ID (Passport, Birth Certificate, etc.) so we are sure that we have given your qualifications to the right person.

Many students still have library books outstanding from the school library. If you do have a book you must return it **as soon as possible**. Certificates will not be presented to any students who has not returned any books before the presentation evening.

We hope you are enjoying your studies, training or employment, now that you have entered post-16 education.

We look forward to seeing you then.

Yours sincerely

Mr N Ahmed
Head of Learning