



7th June 2019

Dear Parents,

PRIZE GIVING – FRIDAY 28TH JUNE 2019

I have enormous pleasure in inviting you to this year's Prize Giving ceremony. As usual, the Sports Hall will be transformed into a marquee for the occasion and we are delighted to welcome acclaimed author Dame Jacqueline Wilson as our guest speaker this year.

The schedule for the day will be as follows:

- Pupils will attend school as normal for morning registration and lessons.
- Guests may arrive from 10.30am and should be seated in the Sports Hall by 10.45am at the latest. There will be the usual pupil performances taking place from 10.30am to entertain guests before the ceremony begins.
- The Ceremony will begin at 11am.
- Following the Prize Giving Ceremony there will be the opportunity for guests to enjoy refreshments and picnics on the grass outside the Sports Hall. Parents and guests may bring their own picnics or it will be possible this year to pre-order individual picnic platters to collect and enjoy on the day. Please visit https://www.surveymonkey.co.uk/r/Picnic_Order to order and pay for your platters directly. Pupils will have the option of a school barbecue or sharing in their families' picnics, please confirm your preference on the attached form.
- After Prize Giving has concluded, pupils may leave with their parents / nominated adult or they can remain in school until the end of the school day. Homework Club and Sundowners will operate for any who require this service. School buses will run as normal for those pupils who require them. Once again, please indicate your preference on the attached form.

I hope you will be able to join us for this special occasion and would ask you to complete the reply slip attached and return it to your child's Form Teacher to help us with arrangements for the day. The deadline for returns is Monday 17th June.

I look forward to welcoming you to this very special day.

Yours sincerely

Dr Tracy Johnson
Head

Headmistress: Dr T Johnson BSc (Hons), PhD, PGCE



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PLEASE COMPLETE ALL SECTIONS AND RETURN THIS FORM NO LATER THAN
MONDAY 17TH JUNE 2019

To: Form Teachers, Gateways School, Harewood, Leeds, LS17 9LE

Name of Child: _____ Form: _____

Prize Giving:

I / We* confirm attendance at the Prize Giving Ceremony.

I / We* require ____ seats.

(Please note that your son/daughter will be sitting with their class and therefore does not need to be included in the number of seats required).

Pupil Lunch:

Please confirm your lunch choice for your son/daughter:

- School Barbecue yes/no*
 - Family Picnic yes/no*
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Following the event my son / daughter will:

- Depart with parent/s yes/no*
 - Depart with _____ (Insert name of nominated adult)
 - Remain in school until their usual collection time yes/no*
 - Require the use of the school bus at the end of the day yes/no*
 - Require the use of Sundowners / Homework club yes/no*
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Print Name: _____

Signature: _____