



**THE  
BURGESS HILL  
ACADEMY**

Our ref: ASM/MKR/Presentation of Certificates Evening

Station Road, Burgess Hill  
West Sussex, RH15 9EA

July 2017

**T: 01444 241691**  
**F: 01444 235261**  
**office@theburgesshillacademy.org.uk**  
**www.theburgesshillacademy.org.uk**

Principal: Mr Jon Francies

Dear Parent/Carer

**Presentation of Certificates Evening – Thursday 16th November 2017**

I would like to invite you to attend our annual Presentation of Certificates Evening on Thursday 16th November at 7.00pm.

This evening is a wonderful celebration of all the hard work and effort the students put in throughout their time at The Burgess Hill Academy and a chance to recognise the successes of their peers too.

During the evening, students will be presented with their examination certificates and, in addition, a series of special school awards will be made. After this, there will be a chance to catch up with friends whilst enjoying light refreshments.

In the event of you being unable to attend, students will be able to obtain their certificates from A block reception on any school day between Monday 20th November and Friday 8th December. If they fail to collect their certificates during this period, we will be obliged to charge a search fee of £5.00.

As interest in this event has grown rapidly and due to a seating limit in order to comply with Health and Safety regulations, attendance at the Evening will be by pre-booked tickets only. Initially you will be allowed three tickets: one for the student and two for family/guests. Depending upon the uptake, more may be offered at a later date. I realise this may be disappointing for those of you with large/extended families, but it is a very popular event and we want as many ex-students as possible to attend.

If you wish to reserve tickets, please complete the attached slip and return it, together with a stamped self-addressed envelope, by Friday 15th October. The tickets will be posted to you approximately one week before Presentation Evening.

Yours sincerely

Mr A Smith  
Director of Key Stage 4



**University of Brighton**

Academies Trust

The Burgess Hill Academy Reply Slip  
Please return to the Admin Office by Friday 15th October.

ASM/MKR

**Presentation of Certificates Evening - Thursday 16th November 2016**

I wish to reserve ..... Tickets (maximum number of tickets available for each student is 3 - 1 for the student and two for guests)

**I enclose a stamped self-addressed envelope** – this will be used for us to return the tickets to you. **Please ensure you enclose this envelope**

Name of ex-Student: ..... Tutor Group: .....

Address: .....  
.....  
.....