

10th June 2024

**Celebration Ceremony
Thursday 11th July 2024**

Dear Parents/Carers,

It is hard to believe that we have come to the end of another academic year. Staff have been busy planning an afternoon to celebrate and recognise our wonderful students and all of their hard work and achievements made throughout the year. To help make this event as special as possible, we would like to cordially invite all of our students' parents/carers to join us for our Celebration Ceremony on Thursday 11 July from 11am, itinerary below.

11.00am to 12 noon: 2024 Potterspurty Lodge School Celebration Ceremony

Parents/Carers, including family of Year 11, are asked to please arrive just before 11.00am and park at the front of the school. Once this parking area has been filled to capacity, a member of Staff will direct you to our over-flow parking area.

12.15pm to 1.15pm: Buffet Lunch

Parents and Carers, alongside students, are invited to stay after the Celebration Ceremony to have lunch with us. Lunch will be Ploughmen's Lunch, however, should you have a specific dietary requirement or food allergies please let us know ahead of time so we can ensure that your individual needs can be met.

1.15pm to 2.45pm: Rounders/ Pétanque for Students, Staff, Parents/Carers

You are invited to stay after lunch to join us for a game of Rounders with mixed teams for an enjoyable afternoon to finish the day.

Parents/Carers have the opportunity to leave with students after lunch at 1.15pm. We politely ask that it is no earlier than this time and that if Parents/Carers wish to, they should sign out at reception and notify staff before leaving in line with our protocols. If this is the opted departure time, please can this be confirmed with individual taxi companies ahead of the day?

We do hope that you will join staff and students for the Celebration Ceremony and buffet lunch; if you are intending to join us, please could I ask that you email the school office no later than **Wednesday 26th June** to confirm how many people will be attending in your party for catering and seating.

Yours sincerely,



**Sarah Stacey
Principal**



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