Claydon
High School

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Penrose
Learning
Trust

November 2026

Dear Student

GCSE Presentation Evening - Thursday 10th December 2026 at 6.00pm

On behalf of the Academy Committee and staff of Claydon High School, I would like to invite you and your parents/carers to the formal Presentation Evening for examination certificates and awards for Key Stage 4 students. This is always a very pleasant and enjoyable evening. We feel it is important that we celebrate your achievements and of course it is a wonderful opportunity to catch up on your first half-term away from us!

There will be light refreshments provided from 5.30pm in the library before the evening starts. Where possible we would like to keep any GCSE artwork on display until Easter, however, if you do need to collect it before this time, please let us know and we can have it ready for you to take home at the end of the evening.

The Presentation Evening will be a formal occasion in which we celebrate the success of all the students involved, consequently all those attending are requested to be smartly dressed. It is essential that those intending to come should let us know in advance, via a Google form, as it will not be possible to admit anyone who has not booked a seat.

If you do not intend to come to the Presentation Evening you can collect your GCSE certificates from the School Office after the Christmas holiday and are asked to indicate on the form when you will be collecting them. Certificates that remain uncollected for 12 months have to be returned to the Examination Boards who will then charge for their release.

You are strongly advised to look after GCSE certificates carefully as they cannot be replaced, and it is for this reason that they must be collected personally as we are not prepared to risk damage or loss by sending them through the post.

Please complete the Google form by **Monday 30th November**.

We hope you can join us and look forward to seeing you.

Yours sincerely

Mr M Ismay
Headteacher