



**Ormiston
Sudbury
Academy**

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Principal: Mrs S Morris, BSc Hons, ARCS, MBA

Our Ref: NIN/EPR/SMO – Awards Evening Invitation
Date: October 2024

Name

Dear

Awards Evening – Thursday 14th November 2024 6.00pm – 7.15pm
Celebrating Academic Year 2023-24

I am delighted to inform you that your child **XXXX**, is an Academy Award winner. We will be celebrating the effort and achievements of all our winners at the Academy Awards Evening on Thursday 14th November, and we would be delighted if you could join us for this event.

Current students should attend the evening dressed in full uniform. Former students, our OSA 'year 11 leavers,' should wear appropriately smart dress. Guest seats are limited to a **maximum of two per prize-winning student, up to the legal capacity of our auditorium.**

Students and their guests will be seated in separate sections of the auditorium, and we ask that all seats are booked in advance. Regrettably, we are unable to offer any additional guest seats for siblings or other family members on this occasion (and for compliance with fire regulations, we cannot permit young children to be seated on parents' laps.)

I hope that **XXXX** will be able to attend this event to receive **his/her** prize and that it will be possible for you and/or another parent/carer, family member or guest to come along and join us in celebrating **XXXXX's** success.

Please go to the **seat reservation site here:** <https://forms.office.com/e/GuRLPATut9>
to request XXXXX's, and your seating as soon as possible to avoid disappointment; bookings will close at 9am on Friday 8th November.

Confirmation of receipt of seat reservation requests will be emailed out to the email address provided when the seats are requested. The evening is scheduled to begin at 6.00pm and end at approximately 7.15pm.

Yours sincerely,

Mrs S Morris
Principal



**Artsmark
Alliance**
Platinum Award

