



**Ormiston
Sudbury
Academy**

Ormiston Sudbury Academy
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Principal: Mrs S Morris, BSc Hons, ARCS, MBA

Our Ref: NIN/EPR/SMO – Awards Evening Invitation
Date: July 2025

Student name: «Forename» «Surname»

Dear

Awards Evening – Thursday 11th September 6.00pm – 7.15pm
Celebrating Academic Year 2024-25

I am delighted to inform you that your child XXXXX is an Academy Award winner. We will be celebrating the effort and achievements of all our winners at the Academy Awards Evening on Thursday 11th September, and we would be delighted if you could join us at this event.

Students in years 7, 8, 9 or 10 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 XXXXX will be able to attend this event to receive their 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 confirm the number of seats and any special requirements you may have to the following email: ninnes@ormistonsudbury.co.uk. Seats will automatically be reserved for students unless we are informed that they are unable to attend. **Bookings will close at 9am on Monday 8th September.**

Confirmation of seat numbers will be emailed out 1 or 2 days prior to the Awards evening. 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

