



**Ormiston Victory Academy**

Ormiston Victory Academy  
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: [info@ormistonvictoryacademy.co.uk](mailto:info@ormistonvictoryacademy.co.uk)

Dear Year 11 Class of 2016 Parents/Carers,

We would hereby like to invite you to our Year 11 Class of 2016 Graduation Ceremony commencing on Thursday 24<sup>th</sup> November.

The event has been organised to celebrate the individual achievement, progress, and attainment of the students for this year group. During the event, there will be a graduation ceremony in recognition of the hard work and effort that our students put into their final year in secondary education.

Following the ceremony we invite you to join us for refreshments, photography opportunities and to see some of your peers and teachers before collecting your GCSE certificates on departure. This will be an event of celebration and we keenly urge you to attend the event with your child to support them during this milestone of their academic life so far.

If you would like to attend the event we will need to know how many places you would like to reserve in order for our team to cater for your individual requests. During the event itself, it will only be those that have confirmed they are attending that will be a part of the ceremony itself. This event is open to all students and therefore we request that you please respond to this invitation in one of the following ways before the closing date of **Friday 18<sup>th</sup> November**.

Either respond via email using the following address:

1. [reception@ormistonvictoryacademy.co.uk](mailto:reception@ormistonvictoryacademy.co.uk)

State clearly please the name of the student attending the ceremony and the number of additional seats you require to spectate and support.

2. Additionally, respond via telephone using the academy number 01603 742310 and please specify the name of the student attending the ceremony, as well as the number of seats you require to spectate and support.

Once this has been done, your name and number of seats will be added to the guest list and you will be seated in your allocated area on arrival by a member of the team. The event is due to commence at 6:30 pm – 8: 30pm. Students must arrive for **6.00 pm** and report to the main reception. A provisional programme of the event is attached overleaf; you will receive the full programme of the evening's schedule on arrival.

Please ensure that you reply to this request by the closing date of **Friday 18<sup>th</sup> November** to be added to the guest list for the evening. We sincerely hope that you will attend this evening's celebratory event and we look forward to seeing you in the near the future.

With sincere regards

Rikki Cole  
Head of Year 11 & Leader of Intervention



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### **Ormiston Victory Academy Graduation Class of 2016**

- Students to arrive for 6.00 pm.
- Register at the Main Reception to be escorted to the VIP Suite to be given their cap and gown for the evening.
- Refreshments available from 6.00pm in the Dining Area for Parents/ Carers and guests.
  - All guest to be seated for 6: 25pm
  - Student seated for the ceremony at 6:30 pm
  - Graduation Ceremony 6:30 – 7:30
- 7:30 – 8:30 Refreshments available in the Dining Area
  - 730- 8.00 – Diary Room messages
- 7:30 – 8:30: Main reception returning of the cap and gown to receive official GCSE certificates