



**GLENWOOD SCHOOL**  
Washington Road, Emsworth, Hampshire. PO10 7NN

Tel: 01243 373120  
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6<sup>th</sup> June 2024

Dear Parents/Carers

On Friday 14<sup>th</sup> June 2024 we will be holding our Year 11 Leavers Assembly. This will take place in the hall. We would like to invite you to attend this event to celebrate your child's journey at Glenwood School.

The assembly will run from 9.30am until approximately 11.00am. After the assembly all Year 11 pupils will need to be collected and taken home.

Pupils may get their school shirts signed during this morning (with your permission) if they wish. Please discuss this with your child before they come to school.

For any parents and carers not able to attend the assembly and who are unable to collect their child we will be providing transport home at approximately 11.00am after the assembly finishes.

Please either contact the school office via the number/e-mail above or complete and return the slip below to book a seat for the assembly or to request transport home for your child.

Yours faithfully

Mrs J Payne  
Headteacher

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**LEAVERS ASSEMBLY REPLY SLIP**

Child's name: \_\_\_\_\_

I/we will be attending the assembly on 14<sup>th</sup> June; number of seats required:

I/we am unable to attend and would like transport for my child to be arranged:

Parent/ carers name: \_\_\_\_\_



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