



Richard Coates CE School

Thornhill Road
Ponteland
Newcastle upon Tyne
NE20 9QB

Phone: 01661 823167 Fax: 01661 821183

Email: admin@richard-coates.uk

Website: richardcoatesceprimary.co.uk
(please visit our new website as above)

Headteacher: Mrs Heather M. Cape

Celebration Morning

Dear Parent/Guardian,

We are writing to invite you to celebrate the efforts and achievements of your son or daughter in their final year at Richard Coates School. The service will take place at St. Mary's church, Ponteland. The service will begin at 9.15 and will be held on Thursday 19th July. The celebration should last approximately one hour. Pupils should wear school uniform for this event and bring what they need for the afternoon celebration in a bag to be left in the classroom.

Please complete the reply slip below and return it directly to your child's form tutor by Wednesday 11th July. Please send the slip back even if you cannot attend so we know all parents and guardians have received the information.

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

Yours Sincerely,

Miss J Baker (Head of Year)

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Celebration Morning

Name of Child: _____ Class: _____

Please tick and complete as appropriate.

We will be present at the celebration morning on Thursday 19th July.
Please reserve me _____ seats.

We will not be able to attend.

Signature of parent/guardian: