

27th November 2008

Dear Resident

**Re: Q3 Academy Coffee Afternoon**

I would like to thank those of you who were able to attend our 'Celebration Evening' at the start of the new term. The event was a tremendous success and we were delighted to see our local residents in the audience.

The new Academy building is progressing well and completion is on target for Spring 2010. It is important that you are kept informed of progress and our appointed construction company (BAM) will shortly be issuing their first newsletter to update you on the programme.

To further develop our partnership with you I am inviting you to attend a 'Coffee and Mince Pies Afternoon' on Wednesday 10<sup>th</sup> December 2008 from 2.15 – 3.30 pm.

This will be an opportunity for you to meet some of our staff and students who will provide an update on the Academy and sight of the evolving new building.

I do hope you will be able to join us for what I am confident will be an enjoyable afternoon. If you are able to attend please confirm either by telephone/email contact, or alternatively by completion and return of the slip below.

I look forward to meeting you on Wednesday 10<sup>th</sup> December 2008.

Yours sincerely

Caroline Badyal  
Chief Executive/Principal

---

**Q3 ACADEMY COFFEE AND MINCE PIES AFTERNOON: WEDNESDAY 10<sup>TH</sup> DECEMBER 2.15 – 3.30 PM**

I/We will be able to attend the above event. Number attending.....

Name .....Tel No .....

Address .....

Email address.....