



THE PORTSMOUTH GRAMMAR SCHOOL

Headmaster: James Priory MA

31 March 2011

jep/jaw

To all parents of Year 13 pupils

Dear Parents

Leavers' Procession, Service and Lunch: Saturday 25 June 2011

It gives me great pleasure on behalf of the Governors and staff to invite you to this year's Leavers' Procession, Service and Lunch for parents and pupils in Year 13.

The format for this special day is detailed below. I would be grateful if you could make a careful note of the following timings:

- 1000 Parents and Pupils assemble in the Quad for a large group photograph. Limited parking can be accessed from Museum Road.
- 1015 Pupils followed by Parents process down the High Street to the Cathedral.
- 1025 All seated in Cathedral.
- 1030 Cathedral Service commences.
- 1140 Cathedral Service ends.
- 1145 All walk to Governors Green (opposite the Royal Naval Club in Pembroke Road) for pre-lunch drinks.
- 1230 Buffet Lunch in the marquee followed by farewell speeches.
- 1430 Event finishes

This is always a very happy occasion and we encourage parents and pupils to sit together at lunch by arranging tables according to pupils' Houses. Sixth Form tutors and Heads of House also join family groups for this occasion. Dress will be smart/casual, although leavers are warmly encouraged to wear their leavers' ties or scarf.

The Leavers' Book, which features each pupil photographed wearing the Leavers' tie presented to them on their final day in school, will be available at this event. Pupils will also have the opportunity to sign their names in the official bound copy kept for posterity in the School Archive, and copies of the group photograph of pupils and parents taken in the Quad earlier in the day will also be available as a departing gift and memento.

High Street, Portsmouth, Hampshire PO1 2LN Telephone 023 9236 0036 Fax 023 9236 4202

Email headmaster@pgs.org.uk Website www.pgs.org.uk

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Leavers' Service
31 March 2011

I must emphasise that the booking of the marquee and the associated catering requirements mean that the school must know whether you are able to attend by no later than Friday 27 May. Please ensure that you return the attached reply slip to secure your attendance.

I look forward to seeing you on this important occasion.

Yours sincerely

A handwritten signature in black ink, appearing to read "James P. J." with a large, stylized initial "P" and a flourish at the end.

If you prefer to reply electronically, please email: j.williams@pgs.org.uk stating the numbers attending (including pupil) and dietary requirements.

To: Mrs Judith Williams, Sixth Form Administrator, The Portsmouth Grammar School, High Street, Portsmouth, Hants PO1 2LN

Leavers' Service and Lunch – 25 June 2011

We are able / not able* to attend the Leavers' Service and Lunch on 25 June 2011

Name of Pupil and Tutor:.....

Parent(s) name:

Address:

.....

Tel:

Number attending Leavers' Service and Lunch: (including pupil)

Dietary requirements: (A salad buffet lunch consisting of fish, cold meats and vegetarian options will be served as well as a selection of delicious puddings)

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*** Please delete as appropriate. If you are not able to attend it would be very helpful if you could inform us at this stage**