



# KINGSWOOD SECONDARY ACADEMY

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 @KingswoodAcad

«Parental\_addressee»

**RE:** «Forename» «Surname» «Reg»

30 October 2018

Dear «Parental\_Salutation»

## **Courses Information Evening for Sixth Form - Thursday 8 November - 6pm-8pm.**

We have arranged an information evening for all for parents and students in Year 11, who may wish to join our Sixth Form in September 2019. As Head of Sixth Form I will give an introductory presentation followed by an opportunity for you to discuss subject choices with teaching staff and current sixth form students.

In order to manage numbers comfortably we will divide the evening into two sessions: surnames A-M at 6:00pm and surnames N-Z at 7:00pm.

If you have any questions please feel free to email me on [drobertson@kingswoodsecondaryacademy.org](mailto:drobertson@kingswoodsecondaryacademy.org) or Ms Alexander, Sixth Form Manager, on [kalexander@kingswoodsecondaryacademy.org](mailto:kalexander@kingswoodsecondaryacademy.org) I look forward to seeing you on the evening.

Yours sincerely

**Mr D Robertson**  
**Head of Sixth Form**