



6<sup>th</sup> July 2018

Dear Parents

## **NAME A SEAT IN THE READ HALL**

The Read Hall has proved to be a real asset to the School providing a wonderful location for the pupils' assemblies, plays and concerts.

As I am sure that you have noticed, many of the seats already have engraved plaques on them providing a lasting commemoration of individuals' time at the School, and we expect more to be added each year to commemorate the Town Close careers of successive generations of leavers.

We are writing now to invite the families of this year's leavers to take the opportunity to join this group and to 'name a seat'. The funds raised from naming seats will be put towards the development of improved dining, science, music and art facilities, plans for which were recently submitted.

The current generation of pupils has benefited greatly from previous investments in the Read Hall, Sports Hall, Astroturf, Dearnaley Building and new Year 2 Nest and it would be lovely if they were now able to contribute to exciting developments for their successors. If you would like to donate your original deposit, which will otherwise be returned at the end of this term, in return for your plaque, that would be hugely appreciated.

The attached leaflet explains how this may be done, and it gives an example of possible wording – although you may like to look at some of the plaques already in place in the Read Hall for other examples. Printed versions of this leaflet are also available at the front desk.

We look forward to receiving your completed application and to having a lasting record of your son or daughter's time at Town Close!

Yours sincerely

Nick Bevington