June 2020

Dear Parent/Guardian

I am delighted to be writing to you to offer you the opportunity to purchase a Class of 2020 Yearbook for your child.

The yearbook will include a year 7 and year 11 school photograph of each student along with their memories and comments on their time at UCC. Additional material from tutors, school leaders and collages of photographs submitted by the students will also be included. The finished book is sure to bring back many happy memories for years to come and is the perfect way of capturing the priceless moments from the school years that have flown by so quickly.

The process of collecting information that will fill the pages of the Yearbook was started at school and students were asked to complete this process by the 20th of May. Although the deadline has passed for entries to be submitted online, students who have missed this can contact Mr English who will be able to assist them until the book goes to the final editing stage on **Sunday 5 July 2020** (English\_d@ucc.rutland.sch.uk). If a student doesn’t want to be included in the yearbook they can opt-out by emailing Mr English by the same date, this was communicated to students in an earlier email.

Students and parents can now purchase a Yearbook at a cost of £16. It is essential that their orders are placed in plenty of time so that they don’t miss out as there will only be one print run. The deadline for placing orders is **Sunday 5 July 2020.** We intend for the yearbooks to be available for collection from school by GCSE results day **Thursday 20 August 2020.**

If you would like to buy a Yearbook please make payment through Wisepay our on-line debit/credit card service. It can be found under Shop Manager heading, Year 11 2020 yearbook option. The minimum order required is 80, if this is not achieved payments will be refunded.

I cannot stress the deadline enough, as we do not want anyone to be disappointed! The school will not be ordering any spare copies, so if your child later wishes they’d ordered one once they see the finished book, unfortunately it will be too late.

Even if your child decides they do not want a Yearbook – we would still want them to be remembered in the Yearbook – so if they have missed the previous deadline for entries pleases encourage them to contact Mr English who is happy to assist in adding their comments or memories to the book.

Yours sincerely

Mrs A Achard

Progress Leader, Year 11