

NT/VM

14 September 2020

Dear Parents / Carers / Students

UTC Sheffield – Y11 PROM – Tuesday 20 October 2020

Unfortunately, we have received notification today from Sheffield City Hall that the venue will not be reopening in October 2020, so we have had to take the decision to cancel the Y11 Prom scheduled for Tuesday 20 October 2020.

We have a record of payments made and cheques will be issued to refund the amount you have paid, however we need from you:

- Name of the person the cheque is to be payable to;
- Your current postal address to send the cheque to.

Can you please email admin@utcsheffield.org.uk with the above details, along with the student's name by **Monday 21 September 2020** to enable us to process the refund as quickly as possible.

It is a very difficult time for everyone at the moment and we hope that the students have gone on to successful Post-16 destinations if they have not stayed onto Post-16 at the UTC.

Yours faithfully



Mr A Reynolds
Principal

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