

Reminder: Recall for all Speech Day, Sports Day and Summer Term Faculty Trophies

Please could all Summer Term trophies be cleaned and engraved with your child's name before returning to the Bursary by Monday 14th May 2018.

Please return all trophies to a member of the Bursary team as they will ask you to sign a Trophy Returns Log so that we have a record that the trophy has been returned to school.

Should you wish to claim back the cost of engraving this can be reimbursed by completing the claim form available at this [link](#). Please hand in the refund request alongside the returned trophy.

Many thanks,

Mrs L North and Mrs E Oxborough