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Airy Hill
Whitby
North Yorkshire
YO21 1QA



Normanby Site
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22 October 2015

Dear Parent/Carer

Your son/daughter's Art course and exam work can now be collected from College. The department will store work until Christmas each year but after this time the work will be recycled. This year, the College will close for the Christmas break on Friday 18 December.

If printing items or canvasses were supplied by the College, we may ask for a small contribution towards our costs. This can be discussed on a case by case basis.

When collecting work, please can ex-students or parents first sign in at the College Reception, where they will be authorised as a College visitor, before entering the Art Department.

If you are unable to call into the College before the deadline or if students do not wish to collect their work, then a phone call to say work could be recycled would be helpful.

Yours sincerely

A handwritten signature in black ink, appearing to be "A Brown".

Mrs A Brown
Director of Learning: Art, Design & DT