**From: The Revd Canon Dr David Hewlett**

**Principal**

**TO all students registered with the Queen’s Foundation**
Each year the Queen's Foundation holds an Event to celebrate life and learning here, and this year this is taking place on Saturday 27th May. Although the event is particularly to say farewell and make presentations to those who are, or will soon be, leaving the Foundation, everyone who studies or works here is welcome to come.

It is an important point in the life of the Foundation and includes both formal and informal elements such as worship, music, group photographs, activities for all ages, speeches, presentations and good food - all held in a huge marquee on the lawn. We realise that some of you may have relatively little contact with the Queen’s campus, and that you may feel distant from what is happening here, but you remain part of our community and this would be a good opportunity to see the event before you become a leaver and therefore you, your spouse/partner and children are most welcome to share in this event.

The timetable for the afternoon will be as follows:
3.00 pm onwards Arrivals for refreshments, displays, children’s activities (including bouncy castle and face painting) etc.
4.00 pm Group Photographs
4.30 pm Service of Celebration and Thanksgiving for the year, with an opportunity to mark particular moves to new spheres of life, ministry and mission
6.00 pm Celebration Meal
7.15 pm (approximately) Presentations to leavers and thank you’s

Formal events will aim to finish around 8.15 pm but informal celebrations can continue as long as desired! As this is a special event in the life of the Foundation some people like to dress smartly, but the emphasis for the day is on celebration not stuffiness, so come dressed as you are most comfortable. We especially welcome students, staff and visitors who wish to dress in ways that reflect their nationality and culture.

**Those who are leaving this year should have already received an email inviting them to this event and detailing arrangements for guests. If you have received this invitation ignore the rest of this message. If you are a leaver but have not received an invitation from me, please contact Anj Parmar (****a.parmar@queens.ac.uk****). If you are not a leaver I hope you will wish to attend the event, so please read on.**

We have to limit attendance at 400 (the number which fits comfortably in the marquee) so IT IS ESSENTIAL that we have accurate numbers for this event for both seating and catering. Please reply to Anj Parmar (a.parmar@queens.ac.uk) 0121 452 2600 to let us know if you (and you partner and/or children if applicable) will be attending, and if you have any special diet or access requirements. **PLEASE DO THIS AS SOON AS YOU CAN AND BY FRIDAY 4th MAY AT THE LATEST** as it is unlikely that we will be able to accept additional numbers after that date.

With best wishes
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