

Attendance Matters



The Carlton
Academy

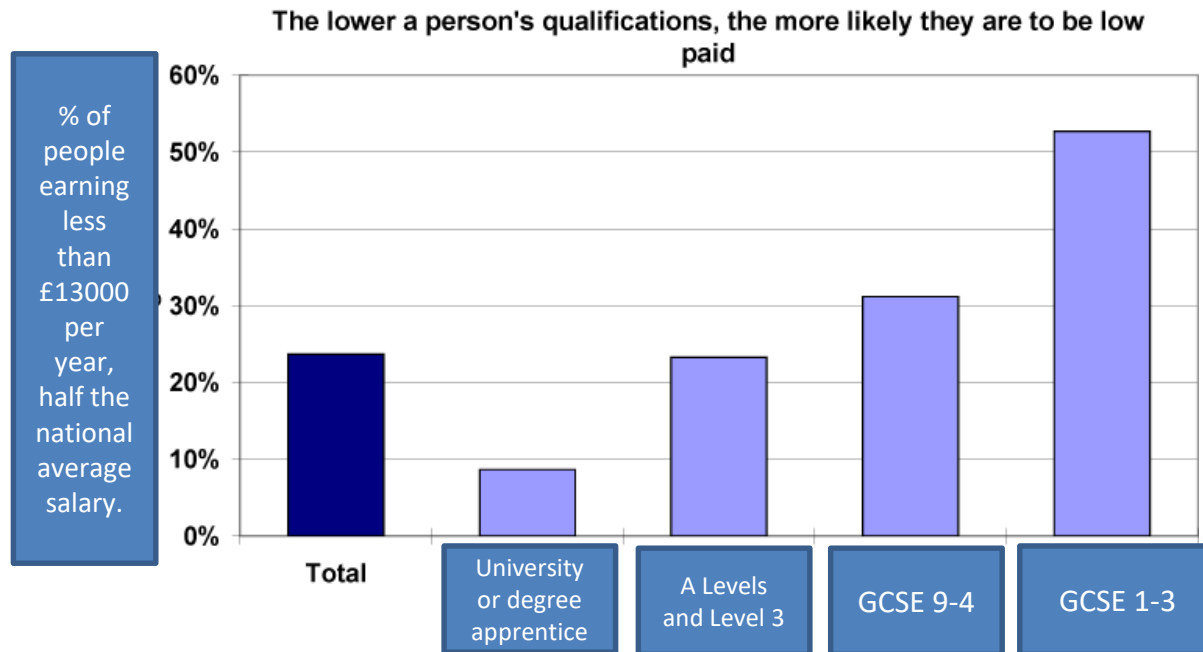


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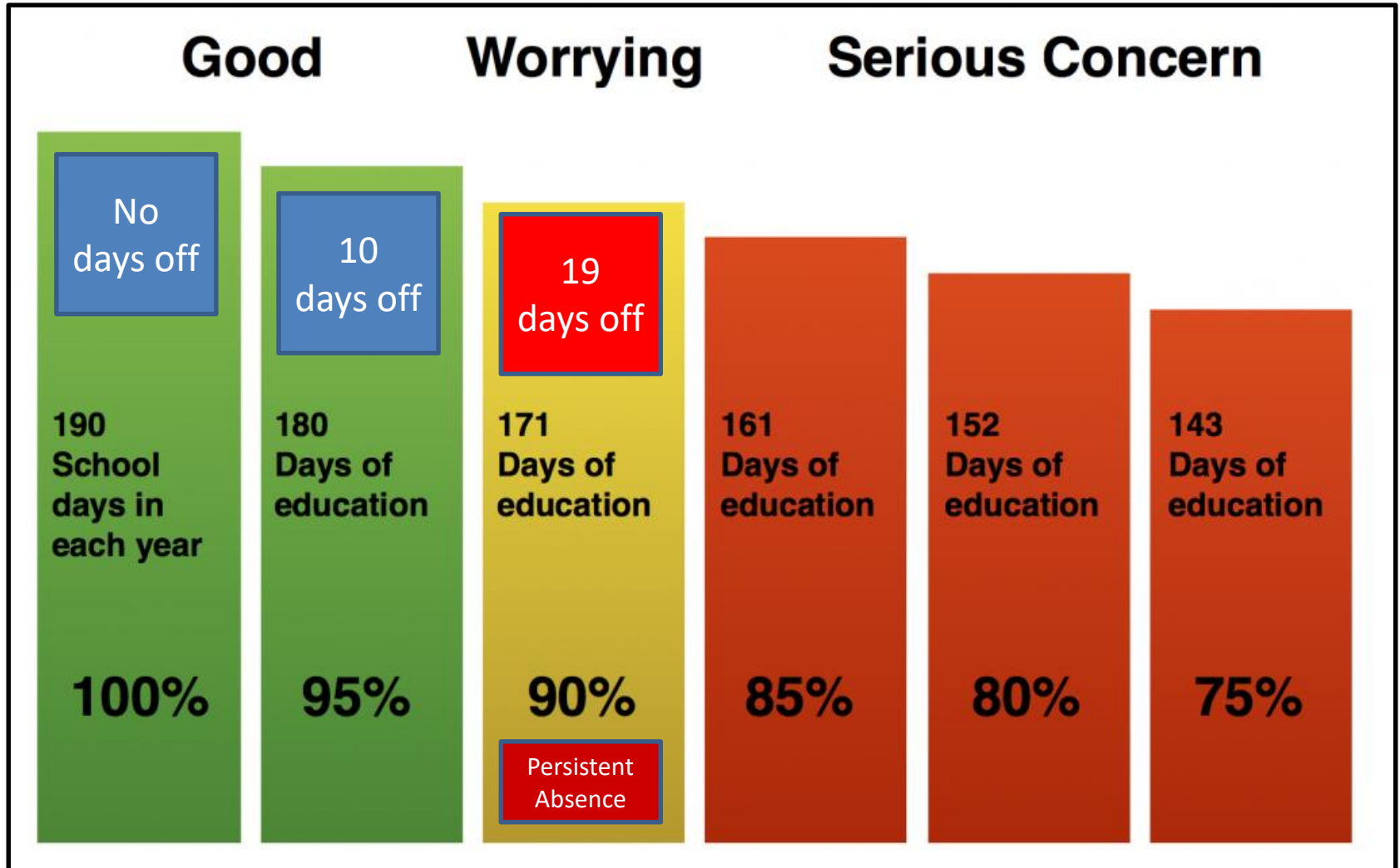
- Coming to school every day is vital for staff and students
- Every lesson you miss affects what you achieve
- The less you achieve the more likely it is you will have a lower paid job in the future. Everyone can achieve.



Attendance Matters



The Carlton Academy



Attendance Rewards



The Carlton
Academy

- The biggest reward is your own achievement for life. In recognising outstanding attendance at The Carlton Academy, we do the following things, weekly, half termly and yearly.



Weekly Attendance Rewards



The Carlton
Academy

- Weekly stickers for perfect attendance last week handed out in tutor time
- Five £10 Amazon vouchers randomly awarded to five students with 100% attendance from the previous week



Half Termly Attendance Rewards



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- Tutor Group of the half term – pizza party and non uniform day for the top tutor group in each House during tutor time in last week of the half term
- 95%+ attendance letter for all students for the half term
- Five £20 Amazon vouchers randomly awarded to five students with 95+% attendance

NAME OF MANAGER
(PLEASE PRINT CLEARLY)
(SURNAME ONLY)

Dear Mr, Mrs, Miss (PLEASE USE SURNAME)

Dear Sir,

We are delighted that you will attend during the Christmas, Spring, Summer event and hold
this DATE at EVENT LOCATION. Your exceptional presentation skills greatly impressed our guests
and created a beautiful atmosphere for the evening.

On behalf of management, I am writing you a letter of appreciation in the form of (CHECK DATE).
Aside from that, you are given the opportunity to participate in the planned projects, business
activities, initiatives, etc. which resulted from the information and detailed presentation you made
during the said event.

I trust you do know that your diligence, your efforts, and your dedication towards work is valued and
appreciated. Keep up the good work! We looked forward to working with you in the upcoming projects,
business activities, initiatives, etc.!

Thank you!



REDHILL ACADEMY TRUST
Exsisto Optimus



Termly Attendance Reward



The Carlton
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- Tutor Group of the term – special lunch and non uniform day for the top tutor group in each House during Period 3 in the last week of the term
- 95%+ attendance letter for all students for the term
- Five £50 Amazon vouchers randomly awarded to five students with 95%+ attendance for the term
- Morning film and sweets event in Theatre for all students with 100% for the term

[NAME OF EMPLOYEE]
[EMPLOYEE FUNCTION]
[DEPARTMENT NAME]

Dear Mr./Ms./Mrs. [EMPLOYEE SURNAME],

Greeting!

I want to congratulate you for your excellent performance during the [competition, launch, business event, etc.] held last month at [EVENT LOCATION]. Your exceptional presentation skills greatly impressed our guests, which created a beautiful opportunity for the company.

On behalf of management, I am sending you a token of appreciation in the form of [AMOUNT DEDUCTIBLE] Amazon Voucher, you are given the opportunity to participate in the planned targets, business activity, transaction, etc., which resulted from the informative and detailed presentation you made during the last event.

I want you to know that your diligence, your efforts, and your dedication towards work is valued and appreciated. Keep up the good work! Look forward to working with you in the upcoming [project, business activity, transaction, etc.].

Warm regards,



Annual Attendance Reward



The Carlton
Academy

- 95%+ attendance letter for all students with 95%+ for the year
- 100% attendance badge awarded at Commendation evening
- **Free** trip to Alton Towers for **all** students with 100% attendance
- Five £100 Amazon vouchers randomly awarded to five students with 95% attendance for the year



(NAME OF EMPLOYEE)
(EMPLOYEE NUMBER)
(DEPARTMENT NAME)

Dear Mr./Ms./Mrs. (EMPLOYEE SURNAME),

Greeting!

I want to congratulate you for your excellent performance during the (commencement, launch, business event, etc.) held last (month) of (YEAR) (DATE). Your exceptional presentation skills greatly improved our growth, which created a beautiful opportunity for the company.

On behalf of management, I am sending you a token of appreciation in the form of (STOCK CERTIFICATE) (Gift Card) (Voucher, etc.) as a gesture of appreciation to participate in the (annual target, business activity, tournament, etc.) which resulted from the information and detailed presentation you made during the (last event).

I want you to know that your diligence, your efforts, and your dedication towards work is valued and appreciated. Hope as the (next month) I can forward to working with you in the upcoming (project, business activity, tournament, etc.).

With warm regards,

