



6 June 2019

Dear Parents/Carers

Year 13 Leavers' Prom – Friday 5 July 2019

We are excited about our upcoming Year 13 Leavers' Prom, which takes place on **Friday 5 July 2019**, at the **Hilton St Anne's Manor** in Bracknell (RG40 1ST). Students may arrive from **7.30pm** and the celebrations will end by **11.45pm**. We ask that all students and guests make their own way to and from the venue. All attendees are to dress smartly for this event, where a BBQ buffet meal will be served during the evening, catering for the needs of all guests. As a reminder, trainers and jeans are not permitted.

Students and guests will need to bring money with them to purchase their drinks. Only those aged over 18 will be served alcohol and this will be strictly monitored by both the security staff and school staff present on the night. We ask that those students who drink alcohol do so responsibly and must bring ID with them, which will need to be shown upon entry.

We believe that everyone who wishes to attend the Leavers' Prom has signed up to do so, however, we do have capacity for a few more guests. Students have until **Friday 14 June 2019** to sign up themselves or add a guest should they wish to. Payment is to be made via your sQuid account and a copy of the reply slip is attached to this letter for completion and return to the Finance Office.

Please can those who have secured a place **pay any remaining balance due by Friday 14 June 2019**. Those who do not pay by this date are at risk of having their place cancelled.

I would also like to take this opportunity to say well done to Jessica Arnold and the Prom Committee for their hard work in sourcing a venue for Prom and their current hard work on planning an outstanding event.

Yours sincerely

Ms Lisa Kiely
KS5 Achievement Leader

Reply Slip

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Amount of tickets buying: _____ (1 or 2)

Student Name: _____ Form: _____
(please print)

Guest Name: _____ Date of Birth: _____
(please print)

- I have paid the full amount for my ticket(s) via my sQuid account
- My child's 2018/19 Off Site Activity Form (OA4) has been returned to school and is up to date

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return this permission slip directly to the Finance Office by Friday 14 June 2019.
Failure to return this permission slip, will result in your child not being able to attend this event.