



13 January 2020

Dear Parents/Carers

Year 11 Prom – Thursday 2 July 2020

After all the hard work preparing for their exams, our Year 11 students deserve to let their hair down and celebrate. This year, the Year 11 Prom will be held on **Thursday 2 July 2020 at Windsor Race Course** (Maidenhead Road, Windsor, SL4 5JJ).

Students are to arrive between 6.45pm - 7.15pm, for a sit down buffet at 7.45pm. The evening will draw to a close at 11.00pm and we ask that all students are collected at this time.

Tickets are £40 each (*non-refundable*) and to book your child's place, please make payment using our online e-payment system, with your existing sQuid account. You will be able to do this from today (closing at 10pm on Sunday 8 March 2020). Please complete and return the reply slip below to the Finance Office by Monday 9 March 2020, once payment has been made. Requests for tickets after this date are unlikely to be successful. Please indicate any special dietary requirements on the attached reply slip.

Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is your responsibility as parent/carer to inform the school.

Some of our staff will be taking photos which will be put onto a CD as a memento of the evening, and given to students on exam results day. If you **do not** wish your child to have his/her photograph taken for this CD, please indicate on the attached permission slip.

I would also like to take this opportunity to remind students that attendance at the prom is subject to continued good behaviour between now and the prom date. We reserve the right to withdraw students from the prom who fail to meet our expectations of behaviour.

Should you have any questions or queries regarding this event, please email me via enquiries@coxgreen.com.

Yours sincerely

Miss H Venning
Head of Year 11

Please note:

- *Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*
- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*
- *If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.*

- If your child is, or has ever been in receipt of free school meals, then you may be eligible for assistance with the costs of this trip, from the school's Pupil Premium funding. To make a request for assistance please contact the Finance Office via email: finance@coxgreen.com or in writing to the school; including your child's name and form, stating that they are, or have been in receipt of free school meals. The Pupil Premium funding is to be used for educational purposes only.
- Please note that Pupil Premium support for this trip is limited to 10% of the total cost of the trip and all requests should be made by 12 noon on Wednesday 12 February 2020.
- This trip is run via travel company: n/a.
To enable your child to attend the trip, we will be sharing your child's personal data with the travel company and any partners of the travel company that are required for the running of the contract (e.g. airlines, hotels, etc.).
- Payments are to be made by the dates specified. Late or non-payment may result in your child's place being withdrawn from the trip. If you choose to withdraw your child for reasons not stated above, any costs attributed to date, must still be made.
- Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is the parent/carer responsibility to inform the school.
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.

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Reply Slip

Year 11 Prom – Thursday 2 July 2020

Student Name: _____
(please print)

Form: _____

- I would like my child to attend the Year 11 Prom
- I have paid £40 (*non-refundable*) via my child's sQuid account
- I **do not** wish my child's photograph to be taken at this event for the memento CD
(only tick if you **do not** want your child in photographs)
- My child would like a vegetarian option

Other dietary requirements: (please state) _____

Signed (Parent/Carer): _____

Date: _____

Print Name: _____

Please return this permission slip to the Finance Office by Monday 9 March 2020.
Failure to return this permission slip, will result in your child not being able to attend this event.