



23 October 2025

Dear Parents/Carers

Year 11 Prom - Thursday 25 June 2026 at Windsor Racecourse

We invite our Year 11 students to recognise their achievements and time at Cox Green School by celebrating at the Year 11 Prom. This year, the theme for the Prom is 'James Bond', and will be held on Thursday 25 June 2025 at Windsor Racecourse (Maidenhead Road, Windsor, SL4 5JJ).

Students are to arrive between 6.45pm - 7.15pm and a sit-down buffet will be served during the evening. The evening will finish at 11.00pm and we ask that all students are collected by this time.

Tickets are £52.50 each and to secure a place for your child, we ask you to please make a non-refundable deposit of £25.00 to be paid, using your child's existing iPay account. You will be able to do this from 6pm on Thursday 6 November (closing date is 10pm Wednesday 10 December 2025). Please indicate any special dietary requirements at the prompt when making payment, along with photograph permissions for this event.

For your information, the payment dates are listed below. Please note that both payments can be made at any time but each one **must** be paid by the date stated:

Payment Required	To Be Paid By
£25.00 deposit (non-refundable)	6pm Thursday 6 November – 10pm Wednesday 10 December
£27.50 balance	by 15 April 2026

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 and school values. As explained in previous correspondence, students will be expected to have an attendance of 90% to attend the prom, or to have made positive, sustained efforts to improve their attendance.

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

Yours sincerely

Ms Cummings
Head of Year 11

Please note:

- *Places on all trips are subject to the school expectations for the Behaviour Policy being met. Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold. 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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*
- *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 your child is, or has ever been, in receipt of free school meals, then you may be eligible for assistance with the cost of this trip:
Years 7-11: Pupil Premium funding for trips is to be used for educational purposes only. Support for non-compulsory curriculum trips is limited to 25% of the total cost of the trip. Support for non-curriculum trips will vary.
Sixth Form: You may be eligible for assistance with the cost of this trip with a 16-19 Bursary.
All requests for assistance should be made to the Finance Office (finance@coxgreen.com) at least 5 school days before the trip opens on iPay.*

- *If your child receives free school meals and you would like a packed lunch provided for your child for this trip, please email enquiries@coxgreen.com, for the attention of the Trip Administrator, at least 5 schools days before the date of the trip to request this (please detail any dietary requirements).*
- *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.*
- *There will be no insurance cover due to disinclination to travel.*