

Our Ref: KCL/FHA

21st May 2018

Dear Parent/Guardian

As you are aware, the date for the Prom is Wednesday 11th July 2018 at 7pm. It is essential that you read this letter so that you are aware of our expectations for the evening.

Can I please highlight the security and safety arrangements that have been put into place, particularly since we have hired a hotel function suite for this event. School rules still apply, so there will be no smoking or drinking of alcohol. Any student breaking these rules, causing a disturbance to other guests in the hotel or being a particular problem will be asked to leave the function. Parents will be expected to come and pick up their child and take them home. We would ask, therefore, for you to leave a telephone number where you can be contacted on the night.

Please could I ask you to be prompt in picking your child up as the end of the evening, which is scheduled to finish at 11.30pm. (Please complete the attached form and return to Mrs Clark).

Any student that does not attend any of their examinations on or before Friday 22nd June 2018 will not be allowed to attend the Prom.

The students are very excited about this event and we thank you in advance for helping us to ensure that the evening runs smoothly.

If your child is vegetarian or has any special dietary requirements of food intolerances then please can you inform School by Thursday 7th June 2018 so that the venue can be informed in advance?

The Evening Gazette may attend the venue to take pictures. If you are unhappy with this please contact the College.

Yours sincerely

Mrs Powner
Year 11 Progress Leader

Mrs Clark
Year 11 Year Manager

.....

I have received your letter regarding the Year 11 Prom. I will ensure that my child is picked up at 11.30pm.

On the evening I can be contacted on:

I agree that if there is a problem, I will come immediately to Wynyard Hall to collect my child.

Name of student:

Signature of Parent/Guardian: