



COX GREEN SCHOOL

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6 February 2017

Dear Parents/Carers

Year 11 Prom – Thursday 6 July 2017

After all the hard work preparing for their exams, our Year 11 students deserve to let their hair down and celebrate. This year, the school Prom will be held on **Thursday 6 July 2017 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 and we ask you to please make payment using our online e-payment system, with your existing sQuid account, through the new sQuid portal (<https://portal.squidcard.com/>). You will be able to do this from today (closing date is Friday 3 March 2017). Please complete and return the reply slip below to the Finance Office by Friday 3 March, once payment has been made. Requests for tickets after this date are unlikely to be successful. Please indicate any special dietary requirements on the reply slip.

In case of emergency, we shall use the first contact details as indicated on your child's 2016/17 Off Site Activity Form (OA4). Please ensure this form has been completed, signed and returned to school otherwise your child will not be able to attend this event.

Some of our 6th Form Photography students will be in attendance at the prom 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 their photograph taken for this CD, please indicate on the permission slip below.

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 those 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

M. Foster

Mr M Foster
KS4 Personal Development, Behaviour & Welfare Lead



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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made. In addition, if the school assess 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.
- 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.

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Reply Slip - Year 11 Prom – Thursday 6 July 2017

Student Name: _____ Form: _____

I would like my child to attend the Year 11 Prom and confirm that:

- I have paid £40 via my child's sQuid account
- My child's 2016/17 Offsite Activity Form (OA4) has been returned to school and is up to date
- I do not wish my child's photograph to be taken at this event for the memento CD
- I would like a vegetarian option

Other dietary requirements: _____

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return this permission slip to the Finance Office by Friday 3 March 2017.

Failure to return this permission slip, will result in your child not being able to attend this event.

