

Highfield Lane, Maidenhead, Berkshire, SL6 3AX

Tel: 01628 629415

Email: enquiries@coxgreen.com Website: http://www.coxgreen.com

27 February 2017

Dear Student

Year 13 Leavers Prom - Thursday 29 June 2017

To celebrate your time at Cox Green School with both students and staff, you are invited to the Year 13 Leavers Prom taking place on Thursday 29 June 2017 at Royal Windsor Race Course, Maidenhead Road, Windsor SL4 5JJ.

The Prom will begin at 8pm and end at 12pm, and will take place in the Owners and Trainers Marquee – a slightly quirkier and summery venue than where we held the Year 11 Prom. Students are to make their own way to and from the venue.

A buffet will be served throughout the night and a live band will be playing during the evening. All attendees will need to bring money with them for drinks. There will be a mobile bar for those only aged over 18 and this will be strictly monitored by the security and staff present on the night. Students drinking alcohol are to drink responsibly and must bring ID with them. ID will also need to be shown upon entry.

Everyone invited are welcome to bring a guest with them to this event and, for security reasons, please confirm your guest name on the attached reply slip. Those attending the Leavers Prom are to dress **smartly**; **trainers and jeans are not permitted.**

The cost of this event is £30 per person, this means that if you are bringing a guest they must pay too. Payments are to be paid using our on-line 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. Please return the attached consent slip to the Finance Office, confirming payment has been made.

Payments can be paid all at once or in installments as set out below. We ask an initial minimum payment of £10 per person to be paid by Friday 3 March. Please note that payments can be made at any time, but each one must be paid by the date stated.

Payment Required (per person)	To Be Paid By
£10 initial payment	Friday 3 March 2017
£10	Friday 31 March 2017
£10	Friday 28 April 2017

If you have any questions or queries regarding the Year 13 Leavers Prom, please do not hesitate to contact me.

Yours sincerely

Jack Armstrong
Deputy Head Boy
On behalf of the Senior Student Leadership Team







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.

>			
	REPLY SLIP		
Year 13 Leavers Prom – Thursday 29 June 2017			
Name of	of Student	Form (if applicable)	
Name of the property of the pr	of Guest	Guest Date of Birth	
Emerge	ncy contact name and number of guest		
	Number of tickets required (1 or 2)		
	I confirm I have paid the full payment for my ticket(s) or		
	I confirm I have paid the initial payment of £10 per ticket and no	te remaining payment due dates	
	I confirm the remaining payments will be made by the specified	dates	
	My child's 2016/17 Offsite Activity Form (OA4) has been returned	ed to school and is up to date	
Please write any dietary requirements in the space below:			
Signed	(Parent/Carer):	Date:	

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



Print Name:



