



27 February 2018

Dear Class of 2018

Year 13 Prom – Friday 29 June 2018

To celebrate your time at Cox Green School, you are invited to the Year 13 Prom taking place on Friday 29 June 2018 at Lillibrook Manor, Ockwells Road, Cox Green, Maidenhead SL6 3LP. The Prom will begin at 7pm and end at 12pm, and we ask that all students make their own way to and from the venue.

During the prom, a two course buffet will be served and a letter explaining the food options available will be issued in due course. All attendees will need to bring money with them for drinks. Only those attendees aged over 18 will be served alcohol 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 is 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 Prom are to dress **smartly; trainers and jeans are not permitted.**

The cost of this exciting event is **£35 per person**, and 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 by Friday 9 March 2018, confirming the deposit or full payment has been made.**

Payments can be paid all at once or in two installments as set out below. We ask an initial minimum payment of **£15 per person to be paid by Friday 9 March 2018.** 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
£15 initial payment	Friday 9 March 2018
£20	Thursday 26 April 2018

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

Yours sincerely

Lisa Kiely
KS5 Achievement Leader

Natasha Hill
Head Girl

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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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 Prom – Friday 29 June 2018

Name of Student
(please print)

Form (if applicable)

Name of Guest
(please print)

Guest Date of Birth

Emergency contact name and number for 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 £15 per ticket and note remaining payment due date
- I confirm the remaining payment will be made by the specified date
- My child's 2016/17 Offsite Activity Form (OA4) has been returned to school and is up to date

Please write any dietary requirements in the space below:

.....

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

**Please return your permission slip to the Finance Office by Friday 9 March 2018
or place in the Finance post box located on the wall outside the Finance Office.**

Do not hand in to your Form Tutor or the 6th Form office.

Failure to return this permission slip may result in your child not being able to attend.