



6 February 2018

Dear Parents/Carers

### **Year 11 Prom – Thursday 5 July 2018**

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 5 July 2018 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 2 March 2018). Please complete and return the reply slip below to the Finance Office by Friday 2 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 attached reply slip.

In case of emergency, we shall use the first contact details as indicated on your child's 2017/18 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 staff in attendance at the prom will be 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](mailto:enquiries@coxgreen.com).

Yours sincerely

Mr M Foster  
Head of Year 11  
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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*

**Reply Slip - Year 11 Prom – Thursday 5 July 2018**

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 2017/18 Offsite Activity Form (OA4) has been returned to school and is up to date
- I would like a vegetarian option

Other dietary requirements: \_\_\_\_\_

\_\_\_\_\_

**ONLY TICK IF YOU DO NOT WANT YOUR CHILD IN PHOTOGRAPHS**

- I do not wish my child's photograph to be taken at this event for the memento CD

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please return this permission slip to the Finance Office by Friday 2 March 2018.**

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