



Headteacher: Mrs L Ayling BA (Hons) NPQH

January 2018

Dear Parent/Carer

Year 11 Leavers' Prom – Thursday 5 July 2018

We have now booked our Year 11 Leavers' Prom and it promises to be a wonderful evening.

The Leavers' Prom will be held at Thornton Hall on **5 July 2018**, in the elegant Torintone Suite. It will begin at **6.30pm** and end at **10.30pm**. It is a formal occasion and guests must wear formal evening dress.

A DJ will play throughout the evening and a three course meal will be served from **7.00pm**. Guests will be served a mocktail on arrival.

Tickets cost **£32.00** each and a non-refundable deposit of **£12.00** must be paid by **Friday 16 February 2018**. Full payment must be received by **Friday 16 March 2018**. Payment can be paid either in person at our finance office between **8.30am – 9.00am** each morning or by our online payment facility, ParentMail.

Students may bring a guest to their prom, however, we have to ask you to take responsibility for any guest your daughter chooses to bring. Completed order forms and guest details must be returned to the school office as soon as possible, so that numbers can be finalised before the students actually leave school. **Guest tickets cannot be reserved until full payment is made**, please pay in full at time of booking. Please note any monies paid are non-refundable.

We understand that although some guests may be 18 or over, as this event is for our Year 11 students it will be a **strictly no-alcohol event**. Anyone we suspect to have been drinking or who appears to be under the influence, will be refused admission. A bar selling non-alcoholic refreshments will be available throughout the evening.

Please be aware that any students with a poor attendance or poor behaviour record will not be allowed to attend the Leavers' Prom. If your daughter is informed that she cannot attend the Prom, then we will refund any money that she has paid towards the price of her ticket.

The Prenton High School Leavers' Prom has always been a fantastic and memorable occasion. As staff we look forward to sharing this event with our students, celebrating their success.

If you require any further information, please do not hesitate to contact me on 0151 644 8113, extension 218 or via email: tange@prentonhighschool.co.uk.

We hope to see your daughter at the Leavers' Prom.

Yours faithfully

Edward Tang
Progress Leader – Year 11

Year 11 Leavers' Prom 5 July 2018 Ticket Order Form

NAME: _____ FORM: _____

I require a ticket for my daughter for the Year 11 Prom on **Thursday 5 July 2018**.

I give my permission for my daughter to attend the prom. I accept full responsibility for my daughter's behaviour and will ensure that she acts in an appropriate manner throughout the evening.

- I enclose the full amount of **£32.00** (cheque/cash).
- I enclose the deposit **£12.00** (please note that the full cost of **£32.00** must be paid to secure guest tickets) and understand that payment must be made in full by **Friday 16 March**.
- I have paid £_____ via ParentMail.

IF REQUIRING A GUEST TICKET PLEASE COMPLETE DETAILS BELOW:

GUESTS FULL NAME: _____ **AGE:** _____

ADDRESS: _____

As Parent/Carer you must sign to act as guarantor (Guarantor means that you are guaranteeing your daughter and your daughter's guest behave in an appropriate manner throughout the evening).

- I accept full responsibility for _____ (Guest's Name)
- I enclose full amount of **£32.00** for the guest (cheque/cash).
- I have paid **£32.00** in full via ParentMail.

SECTION TO BE COMPLETED IN FULL BEFORE TICKET(S) CAN BE ISSUED:

PARENT/CARER: _____ **DATE:** _____

CONTACT NUMBER: _____ **EMAIL:** _____

PARENT SIGNATURE: _____

Please be aware unless all of the above information is provided a ticket will not be issued. Please also be aware that we have the right to refuse admission if we consider your daughter or her guest to be behaving inappropriately or whom we consider to be under the influence.

By signing this letter, I am confirming that I have parental responsibility for the child named.