

Hylands School

An Academy within The Kemnal Academies Trust

Headteacher: Mr T Thorpe



JW/RH/kjm

February 2017

Dear Parent/Carer

We are delighted to be able to invite your son/daughter to this year's 'Year 11 Class of 2017 Prom' at Hylands House, Chelmsford on Thursday 6th July 2017 from 7:00pm to 11:30pm. The Prom is a fantastic annual event and is well attended by both Year 11 students and staff. The cost is £44 per ticket. The ticket includes:

- Entry to the Prom
- 3 Course meal
- * Unlimited soft drinks during the meal
- * Dancing to a live D.J.

The school reserves the right to accept payment, or subsequently withdraw this offer where there is reason to suggest a student's participation may prejudice the safety or good conduct of the trip. Should the school cancel the visit for any reason, a full refund will be made, however, if you cancel the place, we regret that we may not be able to offer you a refund unless we are able to recover the costs involved.

Please ensure that you are asking your son/daughter to show you their Prom Passport on a regular basis. The Prom Passport is for students, staff and parents/carers to record successes relating to their learning and achievement. Students are required to submit the completed Prom Passport to Mr Williams or Mr Hepworth no later than Friday 12th May 2017.

Please note the following expectations on the night:

- Students are not allowed any alcohol
- Only Hylands School Year 11 students are allowed to attend the Prom
- Students are expected to show respect to staff at Hylands House, their peers and teachers at all times.

Please ensure that your son/daughter has transport both to and from Hylands House as transport is not included in the cost.

The parents/carers of any student who fails to follow these expectations on the night will be contacted and asked to collect their child.

If you would like your son/daughter to take part in the Prom please complete and return the attached Trips and Visits form. We would ask for the full payment of £44 by Friday 30th April 2017 to secure a place on the Prom. The preferred method of payment is by secure on-line ParentPay using your debit or credit card, your ParentPay user name and password. Cheques should be made payable to Hylands School. Receipts will only be issued for cash payments. Place the completed form any cheque/cash in an envelope marked with your child's name, tutor group and trip name and deposit it in the collection box marked 'Trips' in Pupil Reception.

We wish all our students a successful and rewarding build up to the GCSE examinations and look forward to celebrating their success at a very memorable Prom evening.

Yours faithfully

Ms G Evans
Child Welfare Officer

Mr J Williams
Key Stage 4 Co-ordinator

Mr R Hepworth
KS4 Pastoral Support Manager