



JW/SH

January 2017

Dear Parent/Carer

We are delighted to be able to invite your son/daughter to this year's 'Year 11 Class of 2018 Prom' at Hylands House, Chelmsford on Thursday 5th July 2018 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
- Unlimited soft drinks during the meal
- 3 course meal
- Dancing to a live D.J.

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

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 Mrs Henriques or Mr Williams no later than Friday 11th May 2018. Failure to complete the Prom Passport to a satisfactory standard may result in students not being able to attend the evening, in which case, a full refund will be given.

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

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.

Chelmsford Road, Chelmsford Essex, CM1 3ET

Tel: 01245 266 766 Fax: 01245 252 570

Email: hylandsoffice@hylands-tkat.org

Website: www.hylands-tkat.org

The Kemnal Academies Trust is a charitable company limited by guarantee registered in England and Wales under company number 7348231. Its registered address is The Atkins Centre, Kemnal Technology College, Sevenoaks Way, Sidcup, Kent DA14 5AA. Hylands School is a business name used by The Kemnal Academies Trust.





We would ask for the full payment of £44 by Friday 27th April 2018 to secure a place at Prom. The only method of payment is by secure on-line ParentPay using your debit or credit card. If you do not know your ParentPay user name and password, please contact the school. If you prefer to spread out the cost we will also accept instalments via ParentPay as long as the full amount has been paid by the 27th April.

Please place the attached form in an envelope marked with your child's name, tutor group and trip name, and ask your child to return it to their tutor or Mrs Henriques.

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

Mrs S Henriques
Pastoral Support Manager Year 11

Mr J Williams
Key Stage 4 Co-ordinator