

**Headteacher:** Simon Harrison BA (Hons) FHA

Our ref: HLN/SRS/Prom2019/Yr11

8 April 2019

Dear Parents/Guardians

### Year 11 Prom arrangements

Your son/daughter is invited to attend the Year 11 Prom on **Friday 5 July 2019** at the Botleigh Grange Hotel & Spa.

The following arrangements have been made:

- The drop-off point will be the curve of the road by school reception
- Marks Road. This will be a no parking zone for parents, students and visitors. There will be cones put out so that residents can have peace of mind. We have been informed there will be a police presence too.
- Parking on site is **very** limited. Parent/relatives who wish to arrive early to watch the arrivals should only use parking in the tennis courts. The staff car park is strictly for the use of school staff. You must park by 5.15 pm at the very latest. Parents, friends and relatives should assemble in the viewing area by the science block.
- Students going to the prom must be dropped off between **5.30 pm and 6.15 pm** - not before or after please. Once you have made your drop off, you will not be permitted to keep your vehicle on site. The same will apply for students coming in hired vehicles. Therefore, we would urge parents to take photographs with the vehicle before coming to school.
- Transport will leave the school site promptly at **6.30 pm** to take students to the prom venue.

All students must travel to the Botleigh Grange Hotel on the transport provided. Students are not permitted to make their own way to the venue. We will leave the Botleigh Grange Hotel at 10.45pm and be back at school by approx. **11.45pm**.

Dress will be formal and although most students wear either dinner suits or prom dresses, it is not essential. This is one of the last occasions for the students to be together and our aim is for as many as possible to attend.

Students must not arrive at school 'under the influence'. If they do, they will not be allowed on the coach and money will not be refunded. In previous years we have had excellent evenings without the need for alcohol.

The cost of the evening will be **£53.00** per person and will include a welcome mocktail, BBQ, pick & mix sweet table, DJ and a photo booth. Students will need additional money on the night to purchase non-alcoholic drinks from the bar. **Any outstanding monies owed to the school must be paid before payment for the Prom can be accepted.** Students who are vegetarian or have a specific food allergy must indicate on the reply slip.

If you would like your son/daughter to go to the Prom, please complete the reply slip attached and return to the Finance office by **Friday 3 May 2019**. Payment must be made in full either by Wisepay, cheque made payable to **Crofton School** or cash.

In addition, we reserve the right not to permit a student to attend the Prom should his/her behaviour or attendance be less than satisfactory in school.

Yours faithfully



Mr T Anderson  
Head of Year