

SRC/srh
31 January 2018

Dear Parent(s) / Carer(s)

**Event No: 4089 - Optional Event Out of School Time
Sixth Form Summer Prom on Tuesday 26th June 2018 at Ware Priory**

We are writing to formally invite your son/daughter to the 2018 Sixth Form Summer Prom on Tuesday, 26th June 2018 from 19:30 to 24:00 at the Ware Priory (www.warepriory.co.uk). This event is the opportunity for students to celebrate the end of their examination period and is traditionally a well-attended and memorable event.

The cost of a ticket for this event is £24.50 which includes food and entertainment. John Warner students are allowed to invite one guest from outside of the school, however students wishing to do so must seek confirmation from Mr Cove or Mr Pollard before purchasing tickets.

Please note that the deadline to buy tickets is on Friday, 23rd February 2018 and if students do not buy a ticket before this date, they will not be able to buy one at a later stage.

Alcohol will be on sale at the prom, but may only be purchased or consumed by those students who can prove their age with official identification.

We look forward to sharing a memorable evening with students as we celebrate the end of what we hope will prove to be a successful year.

If you would like your son/daughter to participate in this event, [please follow this link to complete the consent and payment form](#) (*website: Home/Parents/Forms*) or return the slip attached to this letter indicating your preferred method of payment. Please note that all places will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, you will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place at this event for any student whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Mrs Georgette Knights on 07938 225451 or Mr Oliver Price on 07925019743.

Yours faithfully

Mr S Cove
Director of Post 16 Education

Mrs G Knights
Assistant Head: Director of Finance & Resources

Encl.

Reply Slip

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If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website

Student's Name: _____

Form: _____ Date of Birth: _____

Does your child suffer from any medical conditions? Yes No

Will this medical condition affect them taking part in the activities? Yes No

If yes, please give details including treatment that they currently receive for this/these medical conditions: _____

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

Has your child been immunised against tetanus? Yes No

Please provide us with two emergency contact numbers:

Number: _____ Relationship to Student: _____

Number: _____ Relationship to Student: _____

Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

Payment Method – £24.50

- Wise Pay (via Internet)** Preferred payment method. If Wise Pay is showing that the trip is full, please contact the Finance Department in the first instance.
- Debit or Credit Card.** If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please call the school 01992 462889 and ask to be transferred to the Finance Department.
- Cheque.** If paying by cheque, please ask your child to hand payments directly to the finance office. Cheques should be made payable to The John Warner School.
- Cash.** If paying by cash, we request that a parent/carer deposits the money personally at the school office during working hours and obtains a receipt. Cash will no longer be accepted from Students

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

Signed: _____ **Date:** _____
Parent / Carer