

12th January 2012

Dear Parent/Guardian

I am pleased to tell you that the Oakland's Hotel, Hartford has been provisionally booked for the year 11 Prom on the 25th May 2012. This annual event has always been a successful celebration of the end of the student's school career.

The event can only go ahead with the support of staff and parents who are willing to provide supervision for the event; so I am writing to ask if you would be willing to do so. The prom usually starts at 7.30pm until 11.30pm; if you are willing to supervise all or part of the evening please complete the slip below and return it via your son/daughter indicating what times you will be available. Once I have confirmed sufficient supervision buffet requirements will be agreed with the students via the school council. This will enable ticket cost to be set; tickets will be sold in school at lunchtime by myself; cheques should be made payable to St Nicholas Catholic High School. I do not envisage that it will cost more than £20.

It has been made clear to all students in an assembly on Wednesday 11th January that **attendance at the prom is a privilege** and therefore it has to be earned. We run a scheme in school called passport to the prom details of which are listed below:

- All students have to keep enough 'points' to gain their 'passport to the prom'.
- All students commence on the 11th January with 100 points but points are lost for any unauthorised absence, internal exclusion, after school or lunchtime detentions.
- Points can be regained by completing positive community action in school e.g. picking up litter.
- If a student has dropped below the number of points needed to gain their passport, they will be notified so that they can make arrangements to make up the points if they wish.
- Students who have more than two internal exclusions or two unauthorised absences will not be allowed to attend the prom.
- Students who have one or more external exclusion will not be allowed to go to the prom.
- Students who fail to follow clear instruction from staff or cause disruption during free time will only be allowed to attend the prom if they are accompanied by a parent. If this applies to your son/daughter you will be notified in writing.

Should your son/daughter purchase a ticket and then not gain their 'passport to the prom' we will of course refund their ticket price. However, we accept **no liability** for anything else you may have booked e.g. Limousine hire, suit hire, hairdressing appointments. It is therefore important that such bookings are made when you are sure your son/daughter will be eligible to attend the prom. In addition, I would suggest that careful consideration is given as to who you agree to share limousines with.

I would also like to make it clear that the booking for 25th May 2012 will not be confirmed until enough supervision has been arranged and sufficient tickets have been sold to ensure the event will not run at a loss. For this reason I would suggest that you do not make non-refundable bookings for limousines etc until I confirm to the students that the booking is definite. This announcement will be made via form time.

Since the students are all under 18 no alcohol will be served at the event. Any student who brings alcohol to the prom or appears to be under the influence of alcohol or any other substance will have to leave the event. For this reason contact details for two responsible adults for the evening of 25th May 2012 will have to be provided before your son/daughter can purchase a ticket. Once enough parental supervision has been organised to enable the next stage of the planning; consent slips will be provided for you to complete so that a ticket can be purchased by your son/daughter.

I look forward to organising and attending yet another successful prom. With your support I am sure it will be an enjoyable evening for all our students.

Yours sincerely

Miss N Slack
Head of Year 11

To Miss N Slack

I would like to confirm that I am willing to supervise the year 11 prom on 25th May 2012.

I will attend the event from _____ until _____.

Student: _____ Form _____

Signed: _____ Parent/Guardian