

January 2017

Dear Parent/Carer

Re: Year 11 Prom – The Arches, Dean Clough – Thursday 29th June 2017

We are pleased to confirm that the Lightcliffe Academy Year 11 Prom will take place at The Arches, Dean Clough, Halifax. Tickets are priced at £33 which includes a non-alcoholic cocktail on arrival, food (This will be confirmed closer to the Prom), disco and decorations. An initial **non-returnable** deposit of **£10** is required, although you may of course pay the full amount. This must be paid through ParentPay and the reply slip on the reverse of this letter must be returned to Miss Williams in the Pastoral Office who is organising the Prom, by **Friday 10th February 2017**. The balance should then be paid no later than **Friday 28th April 2017**. We will be using the parental consent forms we hold in school for the purposes of medical information and an emergency contact number for the evening. Please inform school if any details have changed.

Students will be issued with a '**Passport to the Prom**' and can gain a 50% discount on the price of a ticket should they gain 50 stickers before the end of May. Stickers will be awarded for punctuality, attendance and achievement points gained between January and May. Details have been shared with the students in assembly.

Students will need to be seated at their table for 7.15pm at the latest so should arrive from **6.30pm** onwards, particularly if they intend to have photographs taken. A photographer will be on the premises as students arrive to have a professional photo should they require, at an additional cost. We will pass on further details about the photographer when all details have been finalised but we are expecting a cost of **around £10** per mounted photo which students will receive on the night and deal directly with the photographer.

The evening will finish at **11.30 prompt**. There will be no provision for either staff or students to remain at The Arches after this time. **It is the responsibility of parents to arrange how students will get home.**

The dress code is formal and we reserve the right to refuse entrance to anyone who is dressed inappropriately. There will be no alcohol served at the Prom. Any student who arrives under the influence of alcohol or who is found to have alcohol on their person will be asked to leave immediately and not admitted; parents will be called to pick them up. Staff members will be attending the event and although we are there to share the celebration, we will ask students to leave should their behaviour be inappropriate, and once again parents will be asked to collect them.

Students will need to bring their tickets on arrival to gain entry. These tickets will be issued closer to the date.

This is an opportunity to celebrate the fantastic achievements of this superb group of students. It is available to the vast majority of students in the year group and we hope that high numbers will attend. However, this invitation will not be extended to students whose behaviour in school, or in the summer examinations, is not befitting of this occasion. We reserve the right to withdraw tickets right up until the **day of** the Prom if we feel it is necessary and all money paid will be forfeited. Further details and information will be sent home via students before the end of May 2017.

We look forward to a memorable and enjoyable evening.

Yours faithfully

N. Collins

Mr N Collins
Assistant Principal

L. Williams

Miss L Williams
Head of House /Prom Organiser

Lightcliffe Academy

Year 11 Prom – Thursday 29th June 2017

Student name Form.....

Parent name.....

I would like my son/daughter to attend the Year 11 Prom, held at The Arches, Dean Clough and accept that his/her place is conditional upon good behaviour for the remainder of Year 11.

I confirm that a **£10.00, non-returnable** deposit has been paid via ParentPay and the balance will be paid in full by **Friday 28th April 2017**.

Signed..... (Parent/Carer) Date.....

Signed..... (Student) Date.....

Emergency Contact name and number for that evening only:

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Please state clearly below any dietary requirements or food allergies your son/daughter has:

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