

4 October 2016

Dear Parents/Carers

Year 11 Prom 2016 and Year Book

It gives me great pleasure to invite your son/daughter to the Year 11 Prom 2017 and also to purchase a Year 11 Year Book. The Prom is an occasion that many students look forward to for a long time in advance, as a chance to celebrate the end of their GCSE examinations, and we hope to be joined by very many of them on the evening.

The Prom will take place on Wednesday 28 June 2017, from 6.30pm until 10.30pm at Boreham House. The address is, Boreham House, Main Road, Boreham, Chelmsford, Essex, CM3 3HY. Their website is <http://www.borehamhouse.co.uk>.

Our Prom is a very special occasion for staff and students alike and an opportunity for us to see the students as young adults. The Prom Committee are organising a very special Prom this year and I hope that those attending will experience a wonderful evening with a buffet meal, reception drinks, photographs and a chance to come together and formally celebrate the end of Year 11.

Students should remember that attending the Prom is a privilege and that poor behaviour or poor attendance, without medical reasons, may mean that they will not be allowed to attend. In particular, students who have any fixed-term exclusions between now and the Prom will not be allowed to attend.

Payment

The total cost for the Prom is £42.00. This cost includes one free photograph. We ask for a non-refundable deposit of £15.00 to be paid by 27 January 2017, with a further final payment of £27.00 to be paid by 3 March 2017.

The Year Book cost is £19.00. The Year Book will be issued to students on Thursday 24 August 2017 as they collect their exam results. The Year Book will feature tutor group photographs and Prom photographs and is designed by the students, but printed professionally. I am sure that it will be an item that students can treasure for many years to come.

A non-refundable deposit of £10.00 is to be paid by 27 January 2017 and balance of £9.00 by 3 March 2017.

You can pay for either the Prom or Year Book or both, but please do make it clear exactly what you would like to pay for. Payment can be made by cash or cheque made payable to "Notley High School & Braintree Sixth Form". Alternatively, you can pay by credit or debit card via Parent Pay, the link to which can be found on the school website. The Prom must be paid for in full by **Friday 3 March 2017** and the Year Book balance must be paid by **Friday 4 March 2017** to allow us time to process payments and issue tickets before the students leave.

Photographs

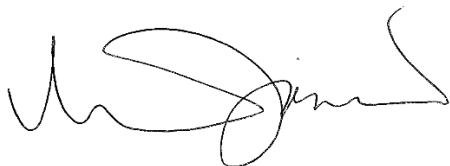
All the available photographs will be shown on our Prom website <http://prom.notleyhigh.com> together with an order form. **You must complete and return this form even if you choose just your free photograph.**

Limousine bookings

Please ensure if booking a limousine, that it is licensed and holds the correct insurance.

I look forward to a wonderful Prom and a Year Book, and the chance to celebrate once the hard work and study for the exams is over.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs M Townsend', written in a cursive style.

Mrs M Townsend
Assistant Headteacher – KS4