



Headteacher: **Mr J Grant**
Sackville School, Lewes Road, East Grinstead,
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January 2017

Dear Parent/Carer

Year 11 Prom – High Rocks

It is with great pleasure that I bring you details of the year 11 Prom. The Prom will be held on **Thursday 22nd June** at High Rocks in Tunbridge Wells. I am very much looking forward to celebrating the end of their GCSE studies with the students and staff.

The evening will include a two course dinner, non-alcoholic drinks upon arrival and with dinner, resident DJ, transport to and from the venue and security at the venue.

On the evening of the Prom I would like to invite you into the school's main hall for a reception before the coaches depart at 6.30pm. There will be opportunities for you to take pictures in the main hall. The Prom will finish at 11.00pm at High Rocks and so we will be expected back at Sackville at approximately 11.30pm.

The cost of the prom is £42, which will include coach travel, hire of the venue, dinner, DJ, insurance and administration costs. There will also be a professional photographer at High Rocks, who, for an additional cost, will be taking and printing photographs.

If students decide to hire a limousine for part of the evening to bring them to and from Sackville or the venue, this will be entirely separate from the stated cost and will be their responsibility.

High Rocks has a 'smart dress code' and it is hoped that the students will dress up for the occasion.

Involvement in the prom is a privilege and not a right, and the school reserves the right to exclude students from the Prom in the unlikely event of their behaviour between now and then being unacceptable. Student's involvement in the Prom is based on their attendance, punctuality, attitude to learning, attendance to all exams, behaviour and contribution to school life whilst in Key Stage 4. Students who fall short of the expected standards will have their money refunded.

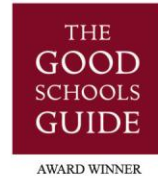
You will be able to pay online in the usual way or pay by cheque. Cheques should be made payable to Sackville School. **Regardless of how you make payment, please could you complete the return slip and return it to the finance office.**

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at http://www.sackville.w-sussex.sch.uk/?page_id=26728. **Peanuts or peanut related products are not allowed to be taken on any school visit.**





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We will use the emergency contact details we have on our database for your child for this trip. If however, the contact details will be different for the duration of this trip, please fill in the details below.

Deadline for payment is Friday 31st March.

Yours sincerely

Mr Jake Endersby
Head of Year 11

Please return to finance office

Student name..... Form

Payment of £42 made, please tick: Online Cheque

Dinner option: Chicken Vegetarian

Parental/Carer numbers attending the reception at Sackville prior to departure.....

Emergency contact telephone number

Emergency contact name (please print)

Parent/Carer name (please sign)

Parent/Carer name (please print)

