



20th April 2021
mb/20-21/Sixth Form Leavers' Dinner

Dear Parents and Carers

Year 13 Leavers' Dinner – Alexandra House, Wroughton – Friday 25th June 2021

We are organising tickets for the Year 13 Leavers' Dinner to take place on Friday 25th June at Alexandra House, Whittingham Drive in Wroughton SN4 0QJ (subject to Covid restrictions being lifted). The total cost is £35.00 and this includes a luxury hot and cold fork buffet and music/dancing.

Students should bring appropriate proof of age identification to ensure that the legal requirement in relation to the purchase of alcohol is covered. The evening starts at 6.30 pm for drinks with the buffet starting around 7.00 pm and will end at 11.00 pm.

Alexandra House have also asked me to make you aware that there may be a charge against anyone who incurs any extra costs through damage to hotel property or environment. Smoking is not allowed on the premises.

Payment should be made online through ParentPay, you will not need to return the paper permission slip if you pay online. Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. *If you have mislaid your log in details please contact Mrs Shirley Woodburn on Tel 01672 519567 or email swoodburn@stjohns.excalibur.org.uk.*

The Principal and Trip Organiser may choose to exclude from the evening any students whose behaviour or attendance is of concern. Unless we hear to the contrary, we will assume that any photographs taken during the evening may be used within school.

Payment and permission must be received by Friday 30th April 2021.

Yours sincerely

Mrs R Haig-Williams
Director of Sixth Form



Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas and the student's name, tutor group, trip/event name, trip date and trip organiser must also be detailed on it. Cheques should be made payable to 'St John's Marlborough'.

Year 13 Leavers' Dinner – Alexandra House, Wroughton, 25th June 2021
Trip Organiser – Mrs R Haig-Williams

Student: _____ Tutor Group: _____

I give permission for my son/daughter to be included in the above proposed evening.
I enclose a payment of £35.00.
I have read and understood the Hotel's rules on smoking and drinking.

Signed: _____ Date: _____
(Parent)

