

15th December 2021
vcm/2122/Sixth Form Leavers' Prom

Dear Parents and Carers

YEAR 13 PROM – WELLINGTON BARN, CALSTONE – FRIDAY 27th MAY 2022

As Year 13 missed their opportunity for a prom in Year 11, we are happy to be organising a Leavers' Prom to celebrate the end of their time at St John's. The event will take place on the last Friday of Term 5 at Wellington Barn, Calstone, near Calne. The cost of the evening is £45 which includes venue hire, music and a luxury buffet. Payment can be made in full or in three instalments of £15.

First payments and permission should be received by 10th January 2022. Second and third instalments should be received no later than 28th February 2022 and 4th April 2022.

Dress for the evening will be formal. Further details about the event will be shared closer to the time. There will be a pay bar for soft and alcoholic drinks. Alcohol will be available to purchase and consume responsibly only by those who are 18. Bar staff will be asking for valid ID. 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.

Yours faithfully



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 Prom
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 £45.00 or the first instalment of £15.
I have read and understood the venue's rules on smoking and drinking.

Signed: _____ Date: _____
(Parent)