



Dear Student and Parent/Carer,

RE: Year 13 Leavers Event

We are very excited to invite you to the Year 13 Leavers' Event. After all the hard work and effort you have put in to your education, coursework and exams it will be a great way to celebrate this success. Sixth Form has been a very stressful time and we hope this will be an opportunity to celebrate and say our final goodbyes. A lot of work has gone into the planning of this event by the Sixth Form Executive Team, so we hope you will enjoy it.

Date: Friday 28th June 2019

Time: 8.00pm - 12.00am

Venue: Bounce Farringdon
121 Holborn
London
EC1N 2TD

Dress Code: Cocktail Party

Cost: The ticket price which is estimated to be **£40.00** consists of: the venue hire, coach transportation to the venue, a buffet meal, a champagne reception, security and supervision, decorations and entertainment. The price of the ticket **does not** include drinks.

As this is a Sixth Form event and the majority of the year group are over 18 years of age, we will be allowing the over 18s to purchase alcohol at the venue. We will also be serving food to ensure that students are drinking responsibly. As we need to ensure the safety of all students, they **will not be admitted** to the venue if they are found to have been drinking before the event.

There will be a strict zero-tolerance policy on under 18's drinking. If an under 18 is found to be consuming alcohol, the under 18 consuming it and the person buying it will be removed from the venue. As with everyone, if an under 18 is suspected to have consumed alcohol prior to the event they **will not be admitted**. The venue will have a list of students, along with their birthdays, which will be checked against the student's **valid government-recognised ID** (which must be supplied by the student on the night - no exceptions). Over 18s who provide ID will be issued a wristband allowing them to purchase alcoholic beverages, if the student loses their wristband it will not be replaced.

To ensure that all of the students arrive at the venue safely, we have made the decision that transport to the venue will be provided - via coach. The price of the coach is included in the ticket price. The coach will be leaving from **Hillingdon Station at 6:45pm**, late students will **not** be admitted. We are aware that some students may choose to continue their evening in London, for this reason **it is the student's own responsibility to make their way home**.

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Mr Gary Mullings BA (Hons)
Headteacher



The ticket to the leavers event is available to purchase on our online payment system, sQuid. The deadline for payment is **Thursday 14th February** (so that we can have a final number of attendees by the February half term). **Cash and cheques will not be accepted.** Please log onto the system (www.squidcard.com) and select the 'trips/activities purse'. The item will be clearly visible and must be specifically selected in order to make payment. Please follow the instructions on screen. An emailed receipt will automatically be sent to you by the system once payment is made.

Yearbook

In due course we will contact you regarding payment for yearbooks, which will be approximately £15 (this is subject to change). We are attempting to have the yearbook ready for collection on the last day of school (Friday 24th May 2019), however in order to do this we will need all students to complete their section of the yearbook at the latest, by the **31st January 2019**, so please encourage your son / daughter to do so.

It is very important that payment is made before the stated deadline to ensure your ticket and/or items are ordered. **Any late orders may not be filed.**

The ticket will be available to collect at a specific time on book / ID badge return day. Students will not get their tickets unless they have returned all books / equipment loaned out by the school or until they have paid for their replacement. Any deficit on the cashless catering system must also be settled. There are no exceptions.

We look forward to seeing you on the 28th June. If you have any questions do not hesitate to contact any member of the Sixth Form Team.

Yours sincerely,



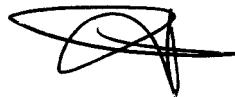
Dylan Houston
Head Boy



Edith Longdon
Head Girl



Miss N Batten
Year 13 Leader



Mrs N Harvey
Senior Assistant Headteacher, KS5

Year 13 Leavers Event

To be returned to your tutor by Thursday 14th February 2019

Name of Student:

Tutorial:

To be completed by the parent (tick boxes):

I can confirm that I have paid the amount required via Squid for the Year 13 Leavers Event []

I agree to the fact that my son / daughter will be able to purchase alcohol at the venue if they are over the age of 18 on the 28th June 2019. []

I agree to the fact that a coach will be provided to the venue, but at the end of the event it is my son / daughter's own responsibility to make their way home []

I accept the conditions listed above and understand I may be asked to collect my son / daughter if their behaviour on the night causes concern. []

Signed: Parent/Carer

Name in Block Capitals of Parent/Carer

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Contact Number of Parent/Carer

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