

20 December 2019

Dear Student and Parent/Carer,

**Subject      Year 13 Leavers' Event**

We are very excited to invite you to the Year 13 Leavers' Event. After all the hard work and effort put in over the years and the final exams, we hope this will be an opportunity to celebrate and say our goodbyes. A lot of work has gone into the planning of this event by the Sixth Form Leadership Team, so we hope you will enjoy it.

**Date:** Friday 19th June 2020

**Time:** 7.30 pm - 11.30 pm

**Venue:** Holiday Inn London  
Camden Lock  
30 Jamestown Road  
London, NW1 7BY

**Dress Code:** Cocktail Party

**Cost:** The ticket price of **£45.00** consists of: the venue hire, coach transportation to the venue, a buffet meal, a drink reception, security and supervision, decorations and DJ entertainment. The price of the ticket **does not** include additional 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. A buffet style two course meal will be served during the evening.

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 event by the venue security as per their policy. If we have concerns about an individual with regard to alcohol consumption, we will not allow them on the coach and they will be sent home. The venue will have a list of students' ages and **over 18s must bring photo ID**. 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.

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**Mr Gary Mullings BA (Hons)**  
Headteacher

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 with a teacher accompanying. The price of the coach is included in the ticket price. Students should arrive at Hillingdon station by 6.00pm for a prompt 6.15 departure. We are aware that some students may choose to continue their evening in London after the event finishes at 11.30pm and it is for this reason **it is the student's own responsibility to make their way home**. Please indicate your acknowledgement of this via the questions on sQuid.

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, however in order to do this we will need all students to complete their section of the yearbook, so please encourage your son / daughter to do so.

The ticket to the leavers' event is available to purchase on our online payment system, sQuid. The deadline for payment is **Friday 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](http://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 email receipt will automatically be sent to you by the system once payment is made.

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 19th June. If you have any questions do not hesitate to contact any member of the Sixth Form student Leadership Team or Mrs Lane.

Yours sincerely



Mrs Lane, Year 13 Leader.

Sixth Form Student Leadership team

Luke Youens  
Head Boy

Laura White  
Head Girl

**Deputies**

Izzie Janssen  
Emma Jattan  
Laura Dixon  
Ben Hooley