

16 May 2018



Dear Student

YEAR 11 PROM

It is my pleasure to invite you to the 2018 Sir Robert Woodard Academy Prom. The event will take place on Friday 29 June at The Dome, Worthing, and will celebrate the achievements of the current Year 11 students.

The itinerary is as follows:

- **From 5.00pm–6.30pm** – Pre-Prom drinks reception and photographs at the Sir Robert Woodard Academy. Students are invited to attend a drinks reception where they may have formal group and individual photographs taken inside the Maths Courtyard and invite guests to see them off. During this part of the event there will be a non-alcoholic bar and nibbles.
- **6.45pm** – Students to start to arrive at the venue (all students to arrive by 7.00pm). Fruit punch will be served.
- **7.15pm** – Students sit down to a three course meal. The menu consists of:

~ Starters ~

Crispy Potato Skins with Dips [v]
or
Chicken Goujons with Dips

~ Mains ~

Hand Made Steak and Guinness Pie and Mash
or
Roasted Vegetable Lasagne with Mixed Leaf [v]

~ Desserts ~

White and Dark Chocolate Cheesecake [v]
or
Fruit Salad [v]

There will be water provided on the tables and a bar where soft drinks can be purchased.



Principal: Kieran Scanlon
Sir Robert Woodard Academy
Upper Boundstone Lane
Lancing
West Sussex
BN15 9QZ
Tel: 01903 767434
Fax: 01903 875570
Email: enquiries@srwa.woodard.co.uk
Web: www.srwa.woodard.co.uk

- **9.00pm** – Dancing, with music provided by a DJ. There will be a soft drinks bar available in the Function Room for students to buy drinks.
- **11.30pm** – The evening comes to an end. All students will need to leave the premises by 11.50pm.

The cost of the prom is £40.00, unless you have received a token with this invitation for good attendance, for which you will receive a discount off the total price. The final payment will need to be made by Monday 8 June via WisePay. Please indicate your menu choice on the form and ensure that you and your parent/carer signs it to confirm your agreement with the terms stated.

Please be aware that places are limited for this event and you must return the reply slip and complete your payment in order to secure your place.

The dress code for the Prom is smart evening dress. The theme for this year's event is Masquerade Ball. If you would like to bring a mask to wear to fit in with the theme you may, however, this is not expected or compulsory.

Students will have the opportunity to have their photograph taken at the Prom venue by a professional photographer and may purchase their photograph, to take home on the night, at a cost of £10.00 each or you can buy two and the third photo will be free. This can be paid using cash at the venue on the night of the Prom. Students are under no obligation to buy their photograph, however I am sure many will welcome this opportunity to create a memory of a very special occasion.

To see examples of The Buzz Event Photography's work, please feel free to visit their website <http://www.thebuzzeventphotography.co.uk/>.

As an Academy event, smoking and drinking will not be permitted. Any student found to be in possession of alcohol during the event, or suspected to have been drinking before or during the event, will be asked to leave and their parent/carer will be contacted to make arrangements for their return home. The same procedure will be followed for any student found to be smoking during the event or at the venue. All students will be required to remain inside the venue until the end of the evening to ensure their safety and security. All guests at the prom are representatives of the Academy, and as such the highest standards of behaviour are expected to ensure that all are able to enjoy themselves.

Attendance at the Prom is a privilege. Any student involved in severe misconduct in the run-up to the Prom may have their money refunded and their name removed from the guest list. This is at the discretion of the Principal.

I should be grateful if you would kindly complete the attached reply slips and return them to reception by Monday 4 June.

I look forward to celebrating the class of 2018 with you. If you have any questions, please do not hesitate to contact Mrs Pike.

Yours faithfully



Mrs H Heery
Chapter Leader- Lapper

Enc

Reply Slip



THE SIR ROBERT WOODARD ACADEMY – YEAR 11 PROM 2018

_____ (student name) would like to attend the Prom on Friday 29 June at The Dome, Worthing.

Payment

I have paid:

- £40 full amount
- £30 and 95% attendance token
- £0 and 100% attendance token

Transport

- I will be responsible for my own transport to and from the venue
- I would like assistance from the Academy with transport to and from the venue (at a cost tbc)*

* *This may be a coach or minibus depending on numbers. The number of people requiring transport will also have an impact on cost, although every effort will be made to keep this low. Return will be to the Academy at approximately midnight. Parents/carers are responsible for the safety of students upon dismissal from the Academy.*

Menu

Please select your starter and main course by ticking the boxes below:

Starter

- Crispy Potato Skins with Dips [v] or
- Chicken Goujons with Dips

Main Course

- Hand Made Steak and Guinness Pie and Mash or
- Roast Vegetable Lasagne with Mixed Leaf [v]

Dessert

- White and Dark Chocolate Cheesecake [v] or
- Fruit Salad [v]

Dietary requirements:

- I have a food allergy/intolerance: _____ (please state)

Seating Plan

Please list people below whom you would like to be seated with during the meal (maximum 10):

-	-
_____	_____
-	-
_____	_____
-	-
_____	_____
-	-
_____	_____
-	-
_____	_____



Student Name: _____

Medical notification

Do you suffer from (please circle as appropriate):

Asthma, Travel Sickness, Migraine, Allergies (Penicillin or other drugs / insect bites / food / nuts etc), Epilepsy, Diabetes, Eczema, on regular medication, past injuries which may still be relevant

Other (please state) _____

Should the necessity arise, in an emergency, I agree to the person in charge of the party giving consent on my behalf, and on the firm advice of a doctor, for an anaesthetic to be administered or for any other URGENT treatment to be given.

Behaviour

- I understand that smoking is not permitted at the event or venue.
- I understand that alcohol before or during the event is not permitted.
- I understand that unacceptable behaviour, smoking or drinking will result in my being asked to leave the event, and my parent/carer being contacted to arrange my return home.

Both student and parent/carer should sign below to indicate agreement with the above terms and to confirm the accuracy of the information given.

Student: _____ Date: _____

Print Name: _____

Parent/Carer: _____ Date: _____

Print Name: _____

Please return forms to SRWA Reception by 4 June 2018