

1 February 2019

Dear Parent/Carer and Student

YEAR 11 PROM 2019

It is a pleasure to launch the year 11 leavers' celebrations in a slightly different way this year. We would like to invite all Year 11 students to the Year 11 Prom, which will be held at the Worthing Dome Ballroom on the evening of Friday 21 June from 7.00pm until 11.00pm. The Academy will host a drinks reception for students, their families and staff where photographs can be taken from 5.00pm-6.30pm before heading to the venue for 7.00pm. The evening will consist of a sit-down three course meal, followed by dancing with music provided by a DJ.

The students will receive a letter detailing the final arrangements and to confirm their food order at their graduation assembly on Friday 10 May. The graduation assembly is an event that takes place as part of the school day the week before the exams start, where students and staff share memories of their time at the Academy with speeches, photographs and prizes. In addition the students can order a Yearbook (4.00 a copy) and/or Leavers' T-shirt (£7.50) to commemorate their time at the Academy.

The cost of the prom is £40.00 per student, this can be paid in full or by instalments with a deposit payment of £10.00 which needs to be made by 1 March, full payment is required by 24 May. There is a prom package option being offered at £50.00 to include a prom ticket, Yearbook and T-shirt. Please would you kindly complete the attached reply slip and place your orders for the Yearbook and T-Shirt, payments for these are required by 29 April. All payments need to be made via WisePay.

We would like to point out, however, that if a student has not achieved over 95% attendance, has not regularly attended extra subject support sessions or has significant behaviour incidents, their invitation to the prom will be withdrawn. This will be decided by Chapter Leaders and Chapter Heads for the students in their chapter, in advance of Friday 10 May. If a student does not attend an exam they will automatically forfeit their place.

We are launching the events early this year so that it allows time for a payment plan leading up to the event. If the decision is made to withdraw a student's place, any money paid for the prom will be refunded.

We look forward to celebrating the graduation year of 2019 with you, if you have any questions please do not hesitate to contact Mrs Heery or Ms Barr.

Yours faithfully



Mrs H Heery
Chapter Leader - Lapper



Ms D Barr
Chapter Leader - Dickens

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Connect with us:



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@SirRobertWoodardAcademy



Partner school



**SIR ROBERT WOODARD
ACADEMY**



Reply Slip



THE SIR ROBERT WOODARD ACADEMY – YEAR 11 PROM - 21 JUNE 2019

Please complete this slip and return it to Ms Barr in Dickens Chapter base by 1 March

_____ (student name) would like to attend the Prom on
Friday 21 June at The Dome, Worthing

Prom £40.00

- I have paid £40.00. This will be paid in full by 1 March.
- I would like to order the Prom Package for £50.00. This will be paid in full by 1 March.
- I have made a deposit payment of £10.00 required by 1 March and will make the payments as follows:

	Cost	To be paid by
Payment 1 (deposit)	£10.00	1 March 2019
Payment 2	£20.00	1 April 2019
Payment 3	£10.00	24 May 2019
Prom package option (£50.00) to include Prom Ticket, Yearbook and T-Shirt (additional £10.00 cost) T Shirt size S/M/L/X-Large _____	£10.00	24 May 2019
<i>There is no need to tick for the T-shirt and Yearbook below if you are choosing this option.</i>		

I understand that the deadline for all instalment payments is Friday 24 May, to be paid via WisePay.

Yearbook (£4.00)

- I wish to order _____ copy(ies) of the 2019 Yearbook. I have made a payment via WisePay at £4.00 per copy for the Yearbook.

Leavers' T-Shirt (£7.50)

- I wish to order _____ (no) of Leavers' T-Shirt(s). I have made a payment via WisePay at £7.50 per T-shirt. (Please note that this cost may increase dependent on the number of orders received).

Please indicate size (Small/Medium/Large/X-Large) _____

Please note that all payments for the Yearbook and T-Shirts need to be received by Friday 29 April.

Please complete the following:

- I **agree** to my child's name to be printed on the T-Shirt.
- I **agree** to my child's photo to be included in the Year Book.
- I **do not agree** for my child's name to be on the T-Shirt .
- I **do not agree** for my child's photo to be included in the Year Book.

Parent/Carer: _____

Date: _____

Print Name: _____

Reply Slip



Please complete this slip and return it to Ms Barr in Dickens Chapter Base by 1 March 2019

Student Name: _____ **Tutor Group:** _____

Medical Information

Does your child suffer from:

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 please circle as appropriate).

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.

Signed: _____ Parent/Carer

Address: _____

Home Tel. No: _____

Emergency Contact No: _____

Date: _____