



Dear Student

St Edmund's Year 11 Prom 2017 – Friday 23rd June

The St Edmund's Prom is always a wonderful celebration of the time students have spent at St Edmund's and marks the end of all the hard work that you will have put into your GCSEs and in preparing for your transition to your post 16 destinations.

The Prom will be held **on Friday 23rd June at Salisbury Arts Centre from 7.30pm**. The staff promise to give you an evening to remember and to plan it all, so you can concentrate on the important things – revision. (And of course, dresses, hair and make-up too!). **Tickets cost £28** each and will include a welcome soft drink, buffet and disco. The dress code is formal and the evening will end at 11pm.

To secure your tickets, **please pay via ParentPay no later than Friday 28th April**. You may buy a maximum of 2 tickets and should pay for both. If you are buying a ticket for someone else, whether they are a student of St Edmund's or not, you will be requested to put their name and age when purchasing your tickets on ParentPay.

Please make payment through your ParentPay account. Once you have accessed ParentPay please follow the instructions on the screen; this will allow you to choose the number of tickets you require, make payment and complete the required additional information. If you are bringing someone else with you who does not attend St Edmund's, please include their name in the mandatory notes field in ParentPay. If you are unable to use ParentPay please contact Mrs Williams, the Assistant Business Manager – awilliams@st-edmunds.eu.

Because there is limited capacity at the Arts Centre, to ensure a ticket you must make your request and payment by this deadline. A ticket cannot be guaranteed after this time. *Tickets will be available for collection from reception from 5th June, and it will be your responsibility to collect your ticket and the ticket will be required for entrance.*

Please note that tickets are not refundable or transferable to another student.

Please also take note that attendance at the Prom is dependent on attendance and behaviour. If your attendance and/or behaviour and attitude falls below the expected standards the school retains the right to withdraw your ticket and will refund you.

Because we want you all to have an enjoyable evening to mark your time as a St Edmund's student, we should gently remind you that there is a strict school and venue policy regarding the possession of alcohol or illegal substances. Anybody found in possession and/or under the influence of alcohol will be asked to leave immediately and the police will be informed.

If you have questions please do come and see me.

Yours sincerely

Mrs Smith
Assistant Headteacher
csmith@st-edmunds.eu