



Dear Year 11 Student

25<sup>th</sup> April 2019

### PROM 2019

I am delighted to invite you to the Year 11 Prom which is to be held on **Friday 28<sup>th</sup> June 2019 at The Stones Hotel from 7.30pm until 11pm**. Staff are working hard to make sure you have a great evening so all you need to do between now and 28<sup>th</sup> June is revise!

**Tickets will cost £28 each**. This includes a welcome soft drink, buffet, disco and a few other treats too. The dress code is formal.

Admission to the prom is ticket only. To secure your tickets please pay via ParentPay no later than **Friday 18<sup>th</sup> May**. You may buy a maximum of two tickets. If you are buying a ticket for a guest (whether or not they are a student of Wyvern College or St Edmund's) you will be requested to include their name and age when purchasing their ticket. Please note that all guests must be aged under 18. As there is limited capacity at The Stones Hotel you must make sure you have booked your tickets by the deadline. We cannot guarantee a ticket if you apply after this time. Tickets will be available for collection from reception from Monday 3<sup>rd</sup> June and your ticket will be required for entrance. Tickets are non-refundable and non-transferable.

We want you all to have a great time at the prom and as such there are a few rules which everyone must observe in order to make the event safe and enjoyable:

- There is a zero tolerance policy on the possession and use of alcohol and illegal substances. Anyone found in possession and/or under the influence of said substances will be asked to leave and the police will be informed.
- Guests must be aged under 18. We reserve the right to refuse admission to any guest who cannot provide age verification if requested.
- Professional security staff will be in attendance. Please comply with their instructions, including any request to search bags.

If you have any questions about the prom please do come and see me.

Yours sincerely

*N Martin*

**Mr N Martin**

**Assistant Headteacher**

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### Instructions for securing a prom ticket:

- Make payment through your ParentPay account. Once you have accessed ParentPay you will see the 'Prom' option on the screen. Selecting this option will allow you to choose the number of tickets you require, make payment and add any required information. Remember if you are bringing a guest you must include their name and age in the mandatory notes field. If you are unable to use ParentPay please contact reception.