



Dear Parents / Guardians

April 2019

As you will be aware we are fast approaching the much anticipated Year 11 Prom and the Prom committee have been working hard to ensure that this is a truly memorable night.

The Prom itself will be held at Trunkwell Mansion House, Reading from 7pm to 11pm on Monday 24th June 2019. (Arrivals from 6.30pm). The price for the Prom ticket is £34.00.

The Emmbrook School Prom

Ticket Price £34.00

Trunkwell Mansion House
Beech Hill Road, Beech Hill, Reading
RG7 2AT

Monday 24th June 2019 7.00 pm – 11.00 pm (Arrivals from 6.30pm)

A non-alcoholic cocktail will be provided on arrival and a light buffet will be served during the course of the evening. Please be advised Trunkwell Mansion House is a non-smoking venue. On arrival any student found to be under the influence of either drugs or alcohol will not be permitted to enter. The Prom will finish at 11.00 pm and students should be collected at this time.

Local professional photography company, *The Moment Images*, will provide photographic coverage on the night and will be covering the arrivals as well as the party. These photographs will be available to purchase from a password protected area of their website shortly after the event.

Arrangements have also been made for a photo booth to be available at the venue.

Full payment for the Prom must be made by **Friday 17th May 2019** at the latest, this can be done in the following ways:

- 1) Online any time before the **Friday 17th May 2019** (visit our school website)
- 2) By Cheque (payable to The Emmbrook School) or Cash directly to the Finance Office **BY MONDAY 13th May 2019**

Please also complete and return the attached permission slip. If we receive payment without this form, your child will not be able to attend.

We would like to take this opportunity to remind all our year 11 students that their behaviour during the final few weeks at school and during the exam period will be considered before we issue the Prom tickets and we reserve the right to refuse access to this event. **All library / text books must be returned or paid for if lost.**

Prom entrance tickets will be issued towards the end of the exam season.

Yours sincerely

S Maskell

Mr S Maskell
Head of Year 11



Prom 2019 - Payment / Consent Form – to be handed to the Finance Office.

CONSENT FORM: PLEASE NOTE FAILURE TO RETURN THIS FORM WILL MEAN YOUR CHILD WILL NOT BE ABLE TO ATTEND THE SCHOOL PROM

- I enclose £34.00 in the form of cheque or cash, and this permission form for my child to attend the Year 11 Prom.
- I have paid online but enclose this permission form for my child to attend the Year 11 Prom.

If the photographic element of this form is not completed in full, we will assume there is no permission granted for photography on the evening.

I/we name of parent/guardian _____ being the
person(s) having legal parental responsibility for (child's name) _____

I AGREE / DO NOT AGREE (please delete as appropriate)

to my /our child being photographed by *The Moment Images* Photography at or in connection with The Emmbrook School Prom taking place on the 24th June 2019.

If you **have agreed** to your child being photographed **do you agree** to their image being included on *The Moment Images* password protected website gallery of Prom Night photographs. (Please tick below)

I AGREE **or** **I DO NOT AGREE**

If you **have agreed** to your child being photographed **do you also agree** to their image (**not their full name**) being used in connection with the School's official website on the internet and in the local press as part of their Prom feature? (Please tick below)

I AGREE **or** **I DO NOT AGREE**

PLEASE NOTE THAT IF YOU DO NOT AGREE TO YOUR CHILD BEING PHOTOGRAPHED THAT THEY UNDERSTAND THAT IT IS THEIR RESPONSIBILITY TO REMOVE THEMSELVES FROM ANY PHOTOGRAPHIC OPPORTUNITES. PLEASE DISCUSS THIS WITH YOUR CHILD.

PLEASE CHECK THAT YOU HAVE COMPLETED ALL THE RELEVANT INFORMATION AND SIGN BELOW AND RETURN TO THE FINANCE OFFICE BY FRIDAY 17TH MAY 2019

Signature of Parent/Guardian	Date
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The Emmbrook School



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