



14 May 2021

Dear Parent/Guardian

Year 11 Prom event, 1 July 2021

We are pleased to announce that we will be holding a Prom for our Year 11 students on **1 July 2021**. This will be a fantastic event to celebrate the students' time at Maiden Erlegh School in Reading! The event will be held at the school and is expected to run from 7:00pm to 10:30pm. The ticket price has been subsidised by the school and will be £20 per student. This will include drinks, a buffet meal and entertainment. The entertainment will include access to a photo booth, sweet cart, year group awards and a DJ. Tickets must be purchased by **Friday 18 June** and are available through ParentPay at the following link: [Parent Pay](#).

We are very much looking forward to the event and are confident that our Year 11 students will behave appropriately and enjoy a very pleasant end to their school career at Maiden Erlegh School in Reading. However, I do need to draw to your attention to the following:

- The ability to attend the event will depend on your child's behaviour in the run-up to the event. Invitations to attend will be issued at the discretion of the Head of Year 11;
- The event will only be viable if a minimum of 50 tickets are purchased. If we receive less than 50 payments by the due date, the event will not go ahead;
- Once paid, the ticket is non-refundable unless the event is cancelled by the school;
- The ticket is non-transferrable;
- All students will be expected to behave sensibly at the event. If their behaviour is considered unacceptable on the evening, you will be asked to come and collect your child;
- Parents will be liable for any damage caused at the school by their child;
- No alcohol or other substances will be permitted. Any student seen to be in possession of these items will be removed from the event.

If your child is in receipt of pupil premium and you would like to request a contribution towards the cost of ticket, please complete the form [here](#) and return to the office.

We are also pleased to announce that we will be operating a pop-up prom shop on 25-26 May from 3-5.30pm. Students will be able to come in to see and try on our selection of prom clothing and reserve items to wear to the event. The cost of the hire will be £20 to cover the dry cleaning costs. In addition, on collection of the hired items we will require £20 in cash to act as a deposit. This will be handed back on return of the items as long as there is no damage and that all items hired are returned. If your child would like to register their interest in coming to the pop-up shop, please register their interest [here](#) by **Thursday 20 May**, we will confirm an appointment time with your child thereafter.

We sincerely hope that this will be an enjoyable and memorable event for all of our Year 11 students. If you have any questions or wish to discuss anything further, please do not hesitate to contact me via the school office on meroffice@maidenerleghtrust.org.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Bandy', with a long, sweeping horizontal stroke extending to the right.

Mr J Bandy
Head of Year 11