



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion

Achievement

Respect

Endeavour

*The cornerstones of our
learning community*

March 2016

Dear Parent(s)/Carer(s)

YEAR 11 PROM 2016

The Year 11 Prom has become a valued tradition at the school and forms an important part of our end of year celebrations. This year, in consultation with the students, we are changing the venue for this event. The students have opted to hold their Prom at the **Lingfield Park Resort**. We believe this unique venue will provide a wonderful backdrop for this special occasion.

The Prom will take place on **Thursday 23rd June 2016**. Students should arrive at the venue on Racecourse Road, Lingfield, Surrey RH7 6PQ from 7.00pm where there will be the opportunity for family and friends to watch the arrivals and take photographs on the lawn area before the students move into the Pavilion Suite for the evening at 8.00pm. The evening will finish at 11.00pm and we ask that there are arrangements in place for your son/daughter to be collected.

Most students dress formally in evening wear, but smart casual wear is acceptable. However, jeans and trainers are definitely not acceptable. We will be holding our Year 11 Parent Briefing Evening on Wednesday 16th March when one of the items on the agenda will be further information on the Prom.

The cost of the trip for each student is £32.00 which is inclusive of venue hire, insurance, disco, a hot buffet supper and end of term arrangements. Non alcoholic drinks can be purchased at the venue. Limited financial assistance is available in certain cases. Please contact me in confidence if you are unable to contribute so that suitable arrangements can be made.

Please note that we are only accepting payments for school trips via Parent Pay. If this creates difficulties for you please contact our Bursar, Mrs Botting, directly, either by email at JBotting@imberhorne.co.uk or by telephone via the main school switchboard.

Places for the prom are limited and students who graduate will automatically be invited to attend. Therefore, Parent Pay will only become available on Thursday 21st April to those who have had their graduate status confirmed. After this date, if your son/daughter would like to accept their invitation to the prom, please:

- Complete and return the attached reply slip to **Mrs J Botting, by 19th May 2016**
- Pay via Parent Pay between **21st April and 19th May**

On the evening, please ensure that your son/daughter has any medication they may need, clearly labelled, and that this is given to a member of staff on the evening.

We do hope your son/daughter will be able to attend what should be a memorable and enjoyable occasion. Please contact me in confidence with any queries well in advance of the deadline as places on this trip are limited.

Yours sincerely

Mr M Swan
Head of Year 11



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



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Please return this slip to Mrs Botting after graduation results are published on 21st April

YEAR 11 PROM 2016

Student NameForm

I would like my son/daughter to attend the Year 11 Prom on **Thursday 23rd June 2016**.

I have paid the amount of £..... via the Imberhorne **Parent Pay** system ☐

I will pay the amount of £..... via the Imberhorne **Parent Pay** system by the deadline of **19th May** ☐

I understand that, while the school staff in charge of the party will take all reasonable care of the students, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising out of the trip. I have also ensured that my son/daughter has any medication that they may need, clearly labelled so it can be given to a member of staff prior to the event commencing.

If your son/daughter has any medical condition(s) please outline in the space below.

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Please provide two contact numbers that can be used in case of an emergency:

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Signed (Parent/Carer) **Date**