

Ref: LSW/Yr11Lv

5th January 2018

Dear Parent/Carer,

Re: Year 11 Prom and Hoodies

The Year 11 Leavers' Prom Committee has been working really hard to bring together a memorable end to Year 11 for all their fellow students at the Thomas Alleyne Academy.

Year 11 Prom – Friday 6th July

This year the Committee are delighted to inform you that they will be holding the Leavers' Prom at the Mercure Letchworth Hall Hotel, Letchworth on Friday 6th July 2018.

Tickets for the prom will be charged at £30 per person which includes the following:

- Drink on arrival
- 2 course buffet dinner
- Disco and DJ

The Committee are hopeful that as many Year 11's as possible will attend the Prom, to make wonderful memories to a great end of the year, and we are setting up a payment plan to enable staged payment for the event.

- First payment is due by January 31st; this is a non-refundable deposit of £20.
- Final payment of £10.00 is due by February 28th.
- Payments can be made to "The Thomas Alleyne Academy" by cash, cheque or Wisepay.

Please confirm, on the attached form, if your son/daughter would like to attend.

I must remind you that at all times students are required to adhere to the academy's behaviour expectations for trips and visits, this will be expected of all our students when attending the prom. We do have the right to revoke attendance of a student if we feel their behaviour has been a concern to the academy and I must inform you they will not receive a refund if it is deemed they are not permitted to attend the prom.

Year 11 Non Uniform Day & Cake Sale – Friday 12th January

To raise funds for the prom the Committee have approval from the Academy for Year 11's only to have a non-uniform day and cake sale on Friday 12th January. Year 11 students wishing to participate in non-uniform day should arrive to school with a payment of £2 to be handed to their Form Tutor.

We ask that those students, who would like to participate in the cake sale, bring in cakes/biscuits of their choice to sell at lunch time. All funds raised will go towards the prom.

In the lead up to the prom the committee will be working hard to raise funds towards the event, e.g. decorations, photo booth, balloons etc, should you feel you would like to make a donation towards the Year 11 Prom, please email swainl@tas.herts.sch.uk to enable me to let the committee aware, any donations are greatly appreciated.

Leavers' Hoodies

It's always a lovely memento for the students to leave us with a Leavers' Hoodie. Hoodies are available at a cost of £26 per person.

The cost of the hoodie includes the following:

- Embroidered school badge on the front
- Year number (18) and nickname on the back

We are hopeful that as many Year 11's as possible would like to purchase a leavers hoodie, and we are setting up a payment plan.

- First payment is due by January 31st; this is a non-refundable deposit of £10.
- Final payment of £16.00 is due by February 28th.
- Payments can be made to "The Thomas Alleyne Academy" by cash, cheque or Wisepay.

Please confirm, on the attached form, if your son/daughter would like to purchase a Year 11 Leavers Hoodie.

Please note the final order for hoodies has to be confirmed by Tuesday 1st March to enable artwork, print and delivery of goods prior to Year 11 Leavers Day, we cannot accept orders for hoodies after the deadline.

If you have any queries regarding this prom and leaver's hoodies, please do not hesitate to contact me at the Academy.

Yours faithfully,

Mrs L Swain

Mrs Swain
Key Stage 4 Student Support Worker

Year 11 Prom – Mercure Letchworth Hall Hotel, Letchworth – Friday 6th July 2018

Student Name (please print)..... Form

Would like to attend the Yr 11 Prom Will not attend the Yr 11 Prom

I agree that my child can attend the Year 11 Prom on Friday 6th July and that he/she will adhere to the academy's behaviour expectations for trips and visits.

Parent/Carer Date

I enclose a payment of £..... (paid by * cash/cheque/wisepay) made payable to The Thomas Alleyne Academy, if paying by cheque please write the name of your child and form on the back of the cheque and itemise payment.
*Delete where appropriate

Any medical conditions, or dietary requirements, of which the Committee should be aware (e.g. asthma, allergies, vegetarian, halal, etc):
.....
.....

Emergency Contact Name and Telephone Number:.....
.....
.....

Year 11 Leavers Hoodie

Student Name (please print)..... Form

Would like to purchase a hoodie I do not want to purchase a hoodie

Nickname for hoodie:.....

Size: S M L X XX Please tick



Please tick the required colour

Colour:

I enclose a payment of £..... (paid by * cash/cheque/wisepay) made payable to The Thomas Alleyne Academy, if paying by cheque please write the name of your child and form on the back of the cheque and itemise payment.
*Delete where appropriate

Please return the form to Reception, for the attention of Finance, by Tuesday 31st January, if payments are enclosed, they must be in an envelope with details on what payments are for, clearly marked with your son/daughter's name and form.