3 May 2019

Dear Parents and Carers

**Year 11 Prom**

We are delighted to confirm the details for the Year 11 Prom to celebrate the end of five fantastic years at Rickmansworth School and the conclusion of your son/daughter’s GCSE examinations.

**Year 11 Prom**

**Thursday 27 June 2019**

**The View Suite, Watford Football Club,**  
**Vicarage Road, Watford, Hertfordshire WD18 0ER**  
**7.30pm - 11pm**  
**Dress to impress!**

Attendance at this social event of the year is £26 per student which includes a finger buffet, DJ, photo booth, sweet stall and mocktails on arrival. Additional non-alcoholic drinks can be purchased from the bar during the evening. Carriages will be at 11pm, please make arrangements for your son/daughter’s safe journey home.

To book your son/daughter’s place, please complete the attached form and make payment either via Scopay (the School’s online payment system), or bring in cash/cheque for £25 directly to the Bursars’ Office by Friday 7 June 2019. Cheques should be made payable to Rickmansworth School and envelopes clearly marked with your son/daughter’s name, form and ‘Year 11 Prom’. **Forms should be returned, even if your son/daughter is unable to attend. If you have replied online, there is no need to print out a form.**

We hope that all Year 11 students will join us for this celebration.

Yours sincerely

Mr R Nelson & Mrs K Link  
KS4 Team

rynelson@rickmansworth.herts.sch.uk  
klink@rickmansworth.herts.sch.uk
To: Bursar’s Office
Re: Year 11 Prom

Form & Teaching Group ...............................................................

☐ Having read and understood the details of the visit as set out in the letter of 3 May 2019, I wish my son/daughter ............................................................... (Name in block capitals) to participate in the Year 11 Prom.

☐ I acknowledge the need for my son/daughter to behave responsibly and agree to the School’s procedures in this respect. Although the staff of the School escorting the party will exercise due care and attention, I understand they cannot necessarily be held responsible for any loss, damage or injury, which may befall my child named above during or as a consequence of the journey and visit. I understand that upon return to School my child will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ I understand that the School reserves the right to remove any student whose behaviour at School does not meet the standards required of all our students. In such cases any deposits paid will be non-refundable, and the full cost of the trip may be payable if a replacement cannot be found.

☐ I understand that I must notify the School office of any change in the medical condition of my son/daughter, and of any change to the Emergency contact numbers provided below.

Emergency Contact Number 1: ........................................................

Emergency Contact Number 2: ........................................................

Please tick against method of payment below:

Online payment: I am registered for the School internet payment facility and would like to make online payments. Please check back daily should the system not yet show this item. ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursar’s Office ☐

Cash payment: please hand in with this slip at the Bursars’ Office ☐

My email address is .................................................................................................................................

Signed (Parent/Carer)...............................................................

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.