

Hanging Hill Lane,  
Hutton, Brentwood  
Essex  
CM13 2HG

**Executive Headteacher:**  
Jamie Foster BSc Hons NPQH



**St Martin's**  
**School**  
Be the best you can be

[enquiries@st-martins.essex.sch.uk](mailto:enquiries@st-martins.essex.sch.uk)  
[www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk)

**Tel:** 01277 238300  
**Fax:** 01277 238301

9 February 2024

Dear Parents and Carers

***Re Year 13 Leavers' Ball – Tuesday 3 September 2024***

We are excited to announce this year's Leavers Ball will be held at the Ivy Hotel, Ingatestone on Tuesday 3 September 2024. Arrival time at the hotel will be from 6.30pm with a whole year group photograph taken at 7:00pm followed by a hot buffet available from 7.30pm and disco until 11.00pm. Please note that transport to and from the event is the parents' responsibility and that we expect students to have left the Ivy Hotel as soon as the event is finished.

The cost per head will be £48.50 and will be non-refundable as the venue will need to be paid beforehand. This great price includes: hire of venue, a welcome drink, hire of DJ, a hot buffet that will cater for all dietary requirements plus chocolate fountain, 360 Photo Booth, balloons, security staff and a photographer at the venue.

Payment must be made in full via ParentPay by Friday 1 March 2024. The attached medical consent form must be completed and returned to the Finance Office by the same date.

Whilst we know how fantastic our students are, we and the management of the hotel reserve the right to refuse entry, or ask students to leave, where we consider behaviour to be unacceptable.

Students will also require ID to prove that they are over 18 years of age if they wish to purchase alcoholic drinks at the venue; they are not permitted to bring alcohol into the event with them.

We hope that every year 13 student would like to be involved in this final St Martin's event, to enjoy their reward for all their hard work over the last two years. If you have any questions regarding the ball, please do not hesitate to contact me directly on [jpage@st-martins.essex.sch.uk](mailto:jpage@st-martins.essex.sch.uk)

Yours sincerely

Mrs J Page  
Head of Year 12 & 13



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Chief Executive Officer: Mr R Duff  
St Martin's School is proud to be part of the Discovery Educational Trust