



22 January 2019

Dear Parents and Carers

Re: Year 13 Summer Ball

We are excited to announce this year's Summer Ball black tie event that will be held at the Ivy Hotel, Ingatestone on Wednesday 3 July 2019. Arrival time to the hotel will be from 6.30pm with a hot buffet available from 7.30pm followed by a disco until 11.30pm.

The cost per head will be £44.00. The payment 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 chocolate fountain, photo booth, decorations, security staff and a photographer.

Payment by must be made in full by Friday 1 February 2019 by the preferred method of Parentpay. The attached medical consent form must be completed and returned to the finance office by the same date.

Please note that transport to and from the event is the parents' responsibility and that we expect students to have left the Ivy Hotel by midnight at the latest. 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 and 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 ipage@st-martins.essex.sch.uk

Yours sincerely

Mrs J Page
Head of Year 13