



13 July 2020

Dear Parents and Carers

Re: Year 11 Prom

We are delighted to inform you that we have provisionally rearranged the year 11 prom for Friday 27 November 2020 at Greenwoods Spa and Hotel. The event will start at 6.30pm and finish at 11.00pm and the price remains the same as before at £39. We are only accepting payment via ParentPay which must be made in full by 31 July 2020. Payments after this date will not be accepted and should we not reach a sufficient number of payments the event will be cancelled.

If advice from the government changes we may have to cancel the event again. Should this situation arise, due to alterations in the risk protection arrangement with Essex local authority for school trips and in the cancellation policies of the venue and suppliers, unfortunately refunds will not be issued. All other information is the same as included in the initial letter dated 14 February 2020 from Mr Durrance.

The logistics of collecting necessary consent forms remotely presents several challenges therefore in this instance by submitting payment in full you are confirming that:

- we have your full consent to use the first two contacts on the school system in an event of an emergency
- you understand that all payments are non-refundable
- you will advise Mrs Blake of any updated medical information the school needs to be aware of prior to the prom otherwise the school will assume all data on the system at the time of the prom is correct
- you authorise members of staff to approve medical treatment for your child including anaesthetic, as is deemed necessary in an emergency, on the advice of a qualified medical practitioner
- you understand that the school reserves the right to refuse entry to the prom under our behaviour policy and trips procedures, should we deem this necessary.

Students, who at the time of the prom are no longer a member of St Martin's School, will be covered in the schools risk assessment of the event, however, they will not be covered on the schools insurance specific to this event.

Please note, we will not be issuing tickets and payment will be checked on entry when students are signed in at Greenwoods on the evening. If you have any concerns, as always, please do not hesitate to contact me via email at ssmith1@st-martins.essex.sch.uk

Yours sincerely

Mr S Smith
Director of Key Stage 4

Be The Best You Can Be