



25 March 2021

Dear Parents and Carers

Re: Year 11 Leavers' Prom

The Year 11 Leavers' Prom is scheduled to take place on Thursday 8 July 2021 at Hylands House, London Road, Writtle, Chelmsford CM2 8WQ from 6.30-11pm.

We must stress, that whilst we are hopeful that all Covid related restrictions on large events like this will end on 21 June, there is still much uncertainty and a real possibility that the date for lifting restrictions may change and the prom may be cancelled beyond the school's control. In this event we would look to rearrange at a later date in the summer though there is no guarantee that this will be possible. Please bear this in mind when booking any external suppliers (e.g. dresses, make up, transport etc).

Due to the venue's terms and conditions of booking, **should the prom not take place, all payments will be lost and will not be refunded.** All bookings are made at the risk of the parent and carer on this understanding.

The ticket price includes a fruit punch upon arrival, a hot finger buffet, and disco. A photographer will be available and all the photos will be published on the photographer's website after the event for you to purchase at an additional cost. Students will be given a secure login to access these photographs.

The full non-refundable payment of £41.00 should be made via the school's ParentPay system by **Friday 30 April**, and the attached medical consent form completed and returned to the finance office by the same date.

Please note there will only be one ticket issued per student and only Year 11 students from St Martin's School will be eligible to attend. Whilst we appreciate the uncertainty of paying a non-refundable deposit is far from ideal, the final balance is due very soon after the deadline for payments based on exact numbers, therefore, we will not be able to accept payments after this date and consequently those students will not be able to attend. Failure for the school to make full payment will result in the venue cancelling the event. I do hope you appreciate and understand the school's dilemma in this process of collecting money with a degree of uncertainty.

Yours sincerely

Miss A Bryant
Head of Year 11

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