



18<sup>th</sup> November 2022  
HC/jmc

Dear Parents/Carers

## Year 11 Leavers Prom – Friday 23<sup>rd</sup> June 2023

As you are probably aware, every year we organise a Prom for Year 11 leavers. I am pleased to inform you that the Prom next year will be on Friday **23<sup>rd</sup> June 2023** at The Mercure Great Danes Hotel Maidstone. Tickets are £40 including a disco, a three-course meal and venue decorations.

If you give permission for your son/daughter to attend, please complete and return the form attached together with payment of a non-refundable deposit of £10 by Friday 27<sup>th</sup> January 2023. Payment can be made online on SCOPAY which can be found in the parent portal on the school website. Please email the finance office on if you have any queries on SCOPAY - [finance@themallingschool.kent.sch.uk](mailto:finance@themallingschool.kent.sch.uk). A final payment of £30 will be due by Friday 24<sup>th</sup> March 2023.

To ensure the Prom is successful and enjoyed by all, we expect a high standard of behaviour during the evening. We therefore withhold the right to refuse entry to any students whom we think cannot behave themselves appropriately. Should a student's behaviour not be good enough in or out of school at any time prior to the Prom, we may decide that he/she cannot attend. We also withhold the right to request a student to leave and for parents to collect their son/daughter from the venue if behaviour is not appropriate on the night. Should we withdraw a student's invitation to the Prom or ask them to leave due to poor behaviour, there will not be a refund of money paid. Please read the Prom Code of Conduct below and sign the form attached and return by 27<sup>th</sup> January to acknowledge that you understand the conditions of buying a ticket and return it with the deposit.

Students are responsible for checking school social media and their school email accounts for Prom updates. Due to the large number of students in the year group it is essential that deadlines are adhered to.

### Prom Code of Conduct:

- The Prom is open to current Year 11 Malling School students only
- No alcohol can be consumed prior to the Prom or at the venue
- No unauthorised guests will be permitted at the venue
- If we feel a student is behaving inappropriately, we have the right to request them to leave the venue
- Both parents and students must sign the Prom Code of Conduct attached
- Students will be expected to have 96% attendance unless there is a medical reason
- I agree to photographs of my son / daughter being used on the school website and social media accounts.

We look forward to seeing students dressed in all their finery on the evening. However, if you should have any questions, please contact me by email at [helen.cable@themallingschool.kent.sch.uk](mailto:helen.cable@themallingschool.kent.sch.uk).

Yours sincerely

Mrs H Cable  
Prom Co-ordinator



TO: **FINANCE OFFICE / MRS CABLE**

**SCHOOL PROM**

STUDENTS' NAME: \_\_\_\_\_

FORM: \_\_\_\_\_

I give permission for my son/daughter to attend the School Prom on Friday 23<sup>rd</sup> June 2023 and I confirm I have paid a non-refundable deposit of £10 via SCOPAY.

My child does / does not have any specialist dietary requirements. If yes, please specify:

\_\_\_\_\_  
\_\_\_\_\_

Should the necessity arise, I give permission for an anaesthetic or other emergency medical treatment to be given.

Allergies/medical conditions

\_\_\_\_\_  
\_\_\_\_\_

Emergency contact number \_\_\_\_\_

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- If we feel a student is behaving inappropriately, we have the right to request them to leave the venue
- Both parents and students must sign the Prom Code of Conduct attached
- Students will be expected to have 96% attendance unless there is a medical reason
- I agree to photographs of my son / daughter being used on the school website and social media accounts.

We agree to the Prom Code of Conduct above and understand that there will not be a refund if behaviour is a concern prior to the Prom, or if a student is refused entry or is requested to leave due to poor behaviour.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

**PARENT/CARER**

Signed \_\_\_\_\_

Print name \_\_\_\_\_

**STUDENT**

Date \_\_\_\_\_

