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4<sup>th</sup> July 2023

Dear Parent / Carer,

The final countdown to Prom is upon us and as such, I thought it would be helpful to send a final reminder of the times, location and behavioural expectations for the evening.

The evening starts at 18:45 at Wilton Hall, Bletchley. Please note, the venue operates a drop off zone only, so you will not be able to park and take photos outside. However, a photo backdrop will be in place with a professional photographer taking photos as individuals / couples / groups. These will be available for you to purchase via an online portal.

Tickets do not need to be presented for entry, as a register of fully paid students will be taken as they enter the venue.

A welcome drink is provided and soft drinks can be purchased throughout the night at £1.75 per drink, payment in cash only. Tap water will be available on tables throughout the evening, free of charge.

A 360 image booth and a magic mirror are available for your young person to use throughout the evening, which provide instant photos and emailed copies. Students will be able to make song requests via a QR code provided by the DJ, so phones are welcome.

In order that the evening is memorable for all the right reasons, please remember that the venue operates a strict no alcohol policy. Any student arriving and suspected of being under the influence of alcohol will not be permitted entry and will need to be collected. Similarly, any student found in possession of alcohol or other prohibited items such as vapes, will also be required to leave the event.

The event finishes at 22:45, so please ensure you are available to collect promptly so that the clean-up operation for the staff is not delayed.

Thank you for your support in creating a special evening for everyone and the whole of the Year 11 team is very excited to welcome them on Thursday 13<sup>th</sup> July.

If you have any questions or concerns relating to the event, please do not hesitate to contact me.

Yours faithfully,

**Mrs L Bateman**

Assistant Head of Year 11

[lbateman@buckinghamschool.org](mailto:lbateman@buckinghamschool.org)