



Our ref: jat/wda

May 2016

Dear Parent/Carer,

Year 11 Prom, Thursday 30th June 2016

Ark William Parker Academy – School Hall, Parkstone Road, St. Leonards on Sea
7.30pm – 11.00pm

I am delighted to let you know that your daughter is currently eligible to attend the Prom as she has good attendance and minimal behaviour points that meet the requirements. However, if between now and the prom her behaviour or attendance deteriorates, or she does not hand in her prom revision card as stated in the original letter, she will not be able to purchase a ticket or attend the evening. I will be in contact at the relevant time, should this be the case. It, therefore, gives me great pleasure in saying congratulations to your daughter and wish her good luck in finding the perfect prom dress!

The cost of a ticket is £25.00. This price includes food, a disco and fireworks. Tickets will only be available to Ark Helenswood and Ark William Parker students and entrance will be by ticket only. The closing date for purchasing a ticket is Friday 10th June 2016.

Dress code is formal, no jeans or t-shirts. A professional photographer will be available, and photographs will be available to purchase directly from them on the night.

Payment should be made online via your Parentpay account. If you have forgotten your username please ring the Upper School office. If you are unable to pay online – payment can be made by cheque or cash (cheques made payable to Helenswood Academy). Payments made direct to the school must be in a named envelope and be placed into the payment box in the Upper School office. A receipt of payment will be issued from our Finance Department. Please complete and return the attached slip. Tickets will be issued to students at the 'Moving On' Assembly on Thursday 30th June

Yours faithfully

Ms J Atkin
Head of Year 11



PRINCIPAL: Lucy Monk

YEAR 11 PROM, Thursday 30th June 2016

Please return in an envelope marked FAO: Finance Department by **Friday 10th June 2016**

Name..... Form:

- I have paid £25.00 online via Parentpay
- I enclose £25.00 cash/cheque (payable to Helenswood Academy)

Signature..... Parent/Carer Date: