

Ref: 2014/065



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To all Year 13

Class of 2015 Leavers Prom

We would like to invite you to this year's Prom which will be held on Friday 1 May at Shottle Hall, Derbyshire, DE56 2EB. There will be a welcome drink, formal three-course dinner and photographer, followed by disco and dancing, all for the cost of £40.00. Students need to arrive at College by 6.00pm for a group photograph. Coaches to and from Shottle Hall are also provided as part of the ticket cost.

As the evening is a formal occasion, dinner jackets and evening wear will be expected.

The invitation extends to all Year 13 students currently studying at Landau Forte College, plus all staff who would like to attend. A place will be guaranteed upon receipt of a £20.00 deposit (non-refundable) and tickets will be allocated on a first-come, first-served basis. Please complete and return the attached form to reception together with a cheque made payable to Landau Forte College, in an envelope marked "Year 13 Leavers Prom". You can also make payment via our online payment system, Parent Pay, but please ensure that you return the attached form to Reception, indicating that you have paid via Parent Pay. This should be returned by 13 February 2015.

So that everyone invited, both students and staff, may enjoy what is sure to be a memorable evening, please understand that any student who arrives at the Prom intoxicated will not be admitted. Parents/carers will be contacted and return to your home address will be at your own expense. Please note, those students who will be under the age of 18 on 1 May 2015 will require written permission from parents/carers, if they wish to have appropriate alcoholic drinks with their meal.

Any visits to night clubs or after-Prom parties are not officially sanctioned by the College. Any student who takes part in any of these events does so entirely at their own risk and with no liability to the College.

We hope that you will join us on what promises to be a memorable and enjoyable evening.

Yours sincerely

Handwritten signature of E. A. Coffey in black ink.

Mrs E A Coffey
Principal

Handwritten signature of Helen Colls in black ink.

Helen Colls
Prom Committee

Landau Forte Charitable Trust
A company limited by guarantee

Registered in England No. 2387916

Registered Office:
Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity



Chairman
Chief Executive
Principal

Keith Doble
Dr Antony Edkins
Elizabeth Coffey



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Year 13 Leavers Prom 2015

Please return this form into the Accounts Office by Friday 13 February 2015.

Name:	PT:
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- Yes, I will be attending the Prom on Friday 1 May and enclose a **deposit of £20.00**. *Please make cheques payable to Landau Forte College. Balance payable by 20 March 2015.*
- Yes, I will be attending the Prom on Friday 1 May and have paid the deposit of £20.00 via Parent Pay. **Balance payable by 20 March 2015.**
- Yes, I will be attending the Prom on Friday 1 May and enclose the **full amount of £40.00**. *Please make cheques payable to Landau Forte College.*
- Yes, I will be attending the Prom on Friday 1 May and have paid the **full amount of £40.00** via Parent Pay.

I will / will not be aged 18 or over on May 1 2015.

Student sign:	Date:
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For those students who will NOT be aged 18 or over on May 1 2015.

I (Parent/carer name) give my permission for (Student name) to consume appropriate alcoholic drinks (wine, beer or cider) with the meal at the leavers Prom Friday 1 May 2015.

I also understand that if my son/daughter does not act in accordance with the conditions stipulated in the letter they may not be admitted to the Prom. I will be responsible for any expense incurred in their return home.

Parent sign:	
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