

November 2023

Dear Parents/Carers,

Re: Year 11 Prom – Friday 5th July 2024

Preparations for the Year 11 Prom are underway and we are delighted that the event will be held on Friday 5th July 2024 at Shendish Manor. It will start at 7.00pm and will finish at 11.00pm. The cost of a ticket will be: £50.00. The cost includes a buffet, a welcome drink, a photobooth and of course a disco, in order to help with our planning, we are collecting a £25.00 non-refundable deposit for the ticket.

Payments will open on School Gateway from Friday 15th December 2023. The non-refundable deposit must be paid by Friday 16th February 2024. The deposit will be deducted from the final price. The remaining balance must be paid in full by Friday 19th April 2024.

Smoking/vaping and the consumption of alcohol will not be permitted. Any student who appears to be under the influence of these or any other substances will be asked to leave.

From experience, we know that this will be an exciting night, one not to be missed and a night the students will remember forever. I hope as many Year 11 students as possible will be able to attend and celebrate their time here at Marlborough particularly as they have had to endure all the issues surrounding covid.

Payments will need to be made online using the School Gateway website. If you are registered or have previously been registered for free school meals, please contact Mrs Skirving via email: a.skirving@marlborough.herts.sch.uk or call on 01727 731322. Funding is available and we will negotiate this with you.

How to pay online:

Log on to: www.schoolgateway.com

Select: Make a Payment

Select: **Prom 2024**

Follow the on-screen instructions to complete the payment and please **ENSURE** that the following information is entered in the **COMMENT** box:

- **EMERGENCY CONTACT NAMES**
- **EMERGENCY CONTACT NUMBERS**
- **MEDICAL/DIETARY** information



No further information or comment is required.

It is important that we have this information for the trip leader in case of emergency and for Health & Safety reasons.

If you would like information on how to access the School Gateway system then please contact the School Office on 01727 856874.

If you have any queries, please feel free to contact me at leastwood@marlborough.herts.sch.uk

Kind regards,

Lisa Eastwood

Director of Learning - Year 11

