



13 April 2015

Year 13 Students

Dear Student

I am delighted to invite you to our **Year 13 May Leavers' Ball** in celebration of your time in Sixth Form, to say farewell to your year group, tutors and teachers in style. It will take place on **Thursday 14 May** at **The Oxford Thames Four Pillars Hotel** at Sandford, Oxford, OX4 4GX.

The Leavers' Ball is traditionally a formal occasion (formal wear/black tie) that all Year 13 students attend. The hotel grounds are on the banks on the River Thames and make a delightful venue for our special celebration, as this is the last time we will meet as a group before the Awards Evening in November, when you collect your examination certificates.

The Ball comprises a reception, dinner, dancing and a bar for the purchase of drinks; identification is required for the purchase of alcoholic drinks to over-18s. A two-course meal with coffee/tea will be served, with two menu choices, either a vegetarian or a non-vegetarian meal. The cost is £39 and includes travel by coach to the venue.

The arrangements for the evening are as follows:

- 5.15pm Assemble in front of school
- 5.30pm Depart. Sixth Form Tutors and staff will be travelling with you and will oversee the proceedings at the hotel until 10.00pm
- 10.00pm You will either be responsible for your own journey home or return on the transport provided, under the supervision of staff
- 10.30pm Arrival at Wood Green School

A free return coach to School will be available and will leave at 10.00pm, on a first come, first served basis. We reserve the right to exclude guests who may be behaving inappropriately.

We have funds available, should you be unable to meet the cost, for whatever reason. If this is the case, please let me know as soon as possible. If you would like further information about the arrangements, please don't hesitate to contact Mrs Edwards in the Sixth Form Office.

To ensure your place, please complete and return the enclosed booking form and payment to Finance no later than **Tuesday 5 May**.

On behalf of my Tutor team, we look forward to welcoming you to what promises to be a memorable and enjoyable evening.

Yours sincerely

Mrs C Whiting
Head of Sixth Form/Assistant Head Teacher

Please return this no later than Tuesday 5 May 2015 to WGS Finance Dept

To **Finance Dept - WGS re Year 13 Summer Leavers' Ball Thursday 14 May 2014**

I give permission for _____ to attend the above

TRAVEL ARRANGEMENTS

S/he will:

travel with the school party to the hotel

or

travel independently to the hotel

All students will make their own way home independently, unless they return on the School coach, which will leave at 10.00pm, accompanied by Mr Armstrong and staff members.

MENU CHOICE/DIETARY INFORMATION

Please select:

Meat main course

or

Vegetarian main course

Followed by dessert & a choice of tea or coffee. Menu information is available in school.

Special dietary requirements

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MEDICAL INFORMATION

There are no medical reasons why the above named should not participate. (Please detail any changes to emergency contact details or health information held by the school)

I attach * cheque / cash **payment of £39**
(Cheques should be made payable to Wood Green School)

Signed (Parent/Carer)_____ Date_____