

5 March 2019

Dear Parents/Carers

**YEAR 11 LEAVERS' PROM, Thursday 4 July 2019**

We have a long established tradition of celebrating the completion of Key Stage 4 studies at Birchwood Community High School by holding a Leavers' Prom. This year the Year 11 Leavers' Prom will be at the Hallmark Warrington on the evening of Thursday 4 July 2019. We will be leaving school at 6.15pm and returning late (approximately 12.30 a.m.).

All learners going to the prom must travel on the coaches provided. Arriving together on the coaches is an integral part of the evening. It also enables parents/carers to take photographs at school before we set off if they wish.

The evening will consist of a red carpet reception, a mocktail on arrival, a 2-course meal of Traditional Roast Chicken with trimmings and Profiteroles with Hot Chocolate Sauce. A vegetarian/vegan option is also available; please indicate on the reply slip if your child requires this. The meal will be followed by an after dinner disco. There will be no alcohol served during the evening.

Traditionally, many learners wear evening dress including dinner suits and Prom gowns, which are available for hire from local stores. This is not compulsory but we do have a smart dress code.

We are trying to keep costs to a minimum whilst, at the same time, offering an evening which is special and memorable. The price to learners will be £35 per head for the Prom evening including the coach transfers.

Professional photographers will be at the Hallmark Hotel providing an all-important record of the occasion. This year our photographer is offering a pre-booked photo option, which will make photography easy on the night and learners, will not need to carry extra cash to purchase photos. The cost of the pre-booked option is £8 and entitles you to a large 9"x 6" mounted print to take home on the evening and a free digital access code to all the high quality photos taken on the evening for you to download. An outstanding buy.

As a further keepsake of school days at Birchwood Community High School, our learner officer team has also organised a grey printed hoodie, which can be ordered on the reply slip below, for delivery on year 11's last day in school.

The price of the hoodie, which features an embroidered school badge on the front and printed back with year group and learner names is £15 and is available in a variety of sizes.

The total amount for your order selection below should be paid in full by **Friday 17 May**.

Payments should be made using **Parentpay**, the school's online payment website. If you have not activated your Parentpay account, please email [finance@birchwoodhigh.org](mailto:finance@birchwoodhigh.org) to request an activation letter. You can also use this email to request a **PayPoint** letter. This will allow you to pay by cash at any PayPoint location in the local area. Please note you cannot pay by cash or cheque at the school office.

For information, the last day your child will be in school is **Friday 14 June** when they have a science exam in the morning followed by a celebration assembly straight afterwards. More details to follow nearer the time.

I hope that your child will join us for Prom and if you require any further information, please do not hesitate to contact me at [lgilchrist@birchwoodhigh.org](mailto:lgilchrist@birchwoodhigh.org)

I know that this will be a truly amazing event and look forward to spending it with all our Year 11 learners.

Yours faithfully



Ms L Gilchrist  
Head of Year 11

---

**YEAR 11 LEAVERS' PROM please RSVP to the school office before Friday 17 May**

**LY**

Name of Learner: ..... Form .....

Please tick your purchase options below:

- ☐ I would like my child to attend the Leavers' Prom. Payment of £35 has been made via Parentpay
- ☐ My child requires a vegetarian/vegan option meal (please delete as appropriate)
- ☐ I would like to book pre-paid Prom photography. Payment of £8 has been made via Parentpay
- ☐ I would like to book a keepsake school hoodie. Payment of £15 has been made via Parentpay

Hoodie Size required      XS      S      M      L      XL

Name of Parent/Carer: .....

Signature of Parent/Carer: .....