

18th April 2024

Dear Parent/Carer

**Re: Post 16 Prom 2024**

I am delighted to announce we will be holding the Post 16 Prom on Monday 24th June 2024. This event will be held to celebrate your hard work and achievement at Outwood Academy Newbold. The Prom will commence at 6.30pm at the Van Dykes Hotel. The evening will have a formal format and include a buffet meal, drink and a disco. The meal will commence at 7.00pm, and finish at 11.00pm.

You will be expected to make your own way to and from the event.

The cost of the Prom can now be confirmed as £35. **A deposit of £20 to secure your place is required by 30th April 2024, with the remaining balance of £15 to be paid by Friday 19th May 2024.**

**Please pay with the Ipay system.**

Please complete and return the reply slip below to confirm your attendance.

I look forward to joining you in a successful and enjoyable Prom evening.

Yours faithfully,

**Miss D Miller**  
**Post 16 Learning Manager**

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**Prom - Van Dyke Hotel 24th June 2024**

*Return slips to Miss Miller*

Student Name \_\_\_\_\_

I have paid a deposit, £20 \_\_\_\_\_

I have Paid in full, £35 \_\_\_\_\_

Signature \_\_\_\_\_