

Year 11 Prom at Oakley Hall Hotel

Thursday 25th June, 7-11pm

November 2014

Dear Parent

The Prom Committee have been working very hard to organise a celebration of Year 11 pupils' five years at Test Valley School. This has culminated in the decision to organise a prom at **Oakley Hall Hotel, Rectory Rd, Oakley, Basingstoke, Hampshire RG23 7EL on Thursday 25th June 2015 from 7pm to 11pm.**

The cost of a ticket is £35. This price covers the cost of the prom venue, a welcome drink, a DJ, a buffet meal (including vegetarian and vegan options) and entertainment. Year 11 pupils are also invited to bring extra money for drinks and to purchase photographs: there will be a photographer taking formal prom photographs starting from £10 depending on size and a photo booth where smaller photographs and photo key rings can be purchased starting from £5. The photographs will also be available to purchase after the event on a secure internet site, for which the pupils will be given the code to access.

This event is a wonderful opportunity for Year 11 pupils to celebrate the end of their examinations and to reflect on a positive time at Test Valley School. It is, however, important that pupils mark this occasion by behaving in a considerate manner and follow the school's Code of Conduct for such an event to ensure everyone can fully enjoy it. In previous years pupils have risen to the occasion and pupils, staff and the venue organisers have had an excellent evening together.

Tickets will be on sale to all Year 11 pupils but the final decision about whether pupils can attend the prom will be at the discretion of the Senior Team and Mrs Crossland (Year 11 Coordinator). This will be decided by their achievement points and conduct in school in the remaining time at school. Further details will be issued on this in due course.

If you wish your child to attend the prom next year please complete the attached Code of Conduct and the reply slip and return to Mrs Guyatt with a deposit of £10 by 12th December 2014, the outstanding amount can be paid in instalments, but the full payment must be made by Friday 13th February. Please note that once your child's place has been booked if they are unable to attend the ticket cost is non-refundable.

If you have any queries about any of the above arrangements please do not hesitate to contact Mrs Cross for further information.

Yours Sincerely

Prom Committee and Mrs Cross
Year 11 Prom 2015

Please complete and return to Pupil Services by 12th December 2014.

I would like my son/daughter to attend the Prom Thursday 25th June 2015.

I enclose:

- A deposit of £10 (cheques made payable to 'Test Valley School')
- The whole amount of £35 (cheques made payable to 'Test Valley School')
- I wish to pay via the e-payment method

Pupil's name: Tutor Group:

Parent's name:

Signed:..... Date:

Please note that once your child's place has been booked if they are unable to attend the ticket cost is non-refundable.

If your child's medical details or your contact data have changed since you have signed the annual medical form, please can you provide the relevant details below:-

.....
.....
.....
.....



Basic Code of Conduct for School Trips

Non-Residential

1. General

Irrespective of the destination or duration of the visit, pupils will not only be representing the Test Valley School but also Hampshire and Great Britain. It will therefore be expected that pupils will behave in an exemplary fashion at all times, as the whole party will be judged by the actions of individuals.

2. General Expectations

- a. Instructions by Teachers and any support staff must be obeyed without delay at all times.
- b. Personal music players may only be taken if the teaching staff give permission. They can only be used with teacher permission and then only with headphones. The volume must be kept low so as not to disturb others.
- c. Pupils must take extreme care when travelling by coach or mini-bus. They are to remain in their seats, wearing seatbelts and are not to stand up until told to alight by the teaching staff. Pupils then must wait in a safe place.
- d. Pupils only cross a road when given instructions from the teaching staff and do not go close to water.
- e. Pupils must never go anywhere on their own and when not directly supervised, should always let a member of staff know where they will be - e.g. a toilet need.
- f. Punctuality is essential – pupils need to have a watch/phone and ensure they arrive on time before and after all activities.
- g. The property of others must be respected at all times
- h. Coaches/minibuses are to be kept tidy at all times, free of litter, chewing gum and other substances that may cause damage.
- i. Pupils to be aware of the needs of other pupils and to be supportive of each other.

3. Acceptance for a Trip

Any pupil whose behaviour is considered not acceptable, prior to the trip, can be withdrawn at the discretion of the school.

4. Essential Rule

Pupils are not allowed to purchase or consume alcoholic drinks, smoke cigarettes, use other illegal substances or possess flick-knives, fireworks (bangers) and other flammable materials i.e. lighters and matches.



5. Sanctions

Any pupil who is found or considered to have broken any of these essential rules, or who has misbehaved in any other way, will be subject to one or more of the following sanctions:

- i) Loss of privilege for a period of time during the trip.
- ii) Isolation/close supervision for a period of time during the trip.
- iii) Isolation from other pupils for the duration of the trip.
- iv) If extremely serious, returned to the school before the end of the trip.
- v) Temporary or permanent ban from future school visits, including educational visits.

6. Responsibility

It is the responsibility of all pupils to ensure that they understand and follow the above rules and are aware of the possible sanctions. Pupils who break any of the rules may not be allowed to take part in any future educational visits organised by the school.

Signature/s of Undertaking:

I/We have read and fully understand the contents of this Code of Conduct for School Trips (Non-Residential) document and agree to be fully bound by the terms and conditions laid down.

Please return to Pupil Services

Trip Name Year 11 Prom at Oakley Hall Hotel, 25th June 2015

Name of pupil.....	Form.....
Pupil signature	Date
Parent signature	Date