

27th September 2018

Dear Parent/Carer

Re: Year 11 Prom and Memorabilia

We are currently designing our annual Year Book for the Year 11 students and organising Leavers' Hooded Sweatshirts for Class of 2019. Preparations are also underway for the 2019 Year 11 Prom which will be held in the Royal Hall at the Villa Marina. The date is provisionally booked for Monday 1st July, although this could be subject to change.

Please read the disclaimer with regards to use of personal data and the student's right to opt out of having their name appear on the Year Book and/or Hoodie.

We would like to offer a payment plan for the various options, which will spread the cost of these popular items and event over a few months to ease the cost.

Please choose your options below and a personal payment plan will be put into place. To secure this offer, please return a deposit of £20 by Friday 12th October.

Further payments will be due on or before the following dates, should you choose all the options:

Friday 26^h October 2018	£15.00
Friday 23rd November 2018	£15.00
Friday 25th January 2019	£15.00

Please note that there will be no extensions to these deadlines as the funds are required to secure the orders with our suppliers. This order cannot be added to at a later date unless it is for the Prom ticket.

You will receive more details of the Prom nearer to the event time. We aim to distribute the Year Books and Hooded Sweatshirts prior to Record of Achievement Day, which will be held on Tuesday 30th April 2019.

By signing up for a Year Book / Hooded Sweatshirt you are giving permission for Ballakermeen to share your child's name, image and personal comment with a third party.

At this stage, the suppliers have not been chosen but once they have, if you would like to see the successful company's own Privacy Policy, please ask.

Yours sincerely

Ms R Whittam
Head of Year 11



Ballakermeen High School

Reply Slip – Year 11 Prom and Memorabilia. Please tick your required items and return the slip to the foyer with an initial deposit of £20 by Friday 12th October 2018.

ITEM	COST	TICK
Please reserve a place for my son/daughter at the 2019 Year 11 Prom.	£30	
Please reserve a copy of the 2019 Year Book for my son/daughter.	£15	
Please order my son/daughter a Leavers' Hooded Sweatshirt. Choose size below.	£20	
Hooded Sweatshirt Sizes (Please circle one size)		
S36"	M40"	L44"
		XL 48"
		XXL52"
Important Notice: To produce the memorabilia items, the student's name and photo will be printed in the Year Book, along with a personal comment. If you choose to NOT purchase a Year Book and the student WOULD NOT like their image and name to be used in the book, please indicate below. Also, if the student WOULD NOT like their name to appear on the Leavers' hooded sweatshirt please also indicate below. Please note that if the statement below is not signed and returned to the school office, your child's name and image WILL appear on the memorabilia.		
Parent/Carer Statement: I DO NOT give permission for my child's name and photo to be shared with a third party and I understand that by not giving this consent my child's name/image will not appear in the Year Book and their name will not appear on the leaver's hooded sweatshirt. My child agrees with this statement. We do not wish to purchase the memorabilia and understand that by signing this, the decision is not reversible.		
Signed: _____ Parent/Carer _____ Student		

I enclose a deposit of £20. Cheques are made payable to 'Ballakermeen High School'.

If you are signed up for ParentPay and would like to make future payments using this option please confirm YES/NO (delete as appropriate).

If you are reserving a place at the 2019 Year 11 Prom, please confirm if your son/daughter requires a vegetarian meal YES/NO (delete as appropriate).

Student (Print name).....Tutor Group

Signed (Parent/Carer) Date