



WOODBRIDGE HIGH SCHOOL

Pride In Achievement

Headteacher: Mr Steven Hogan St Barnabas Road, Woodford Green, Essex, IG8 7DQ
Tel: 020 8504 9618 www.woodbridgehigh.co.uk info@woodbridgehigh.co.uk

11th October 2024

Dear Student, Parent / Carer,

We are very pleased to announce that the Year 13 Prom will take place on **Monday, 7th July 2025 at the King's Oak Hotel in High Beach, near Loughton, starting at 7pm**. This will be an opportunity for Year 13 students to enjoy a social event together and to say their goodbyes to their peers and staff, who will also be present.

The total cost per student (based on 80+ students attending) is £40. This includes exclusive hire of the venue; private bar and bar staff; security staff; buffet-style food; a welcome drink; and a DJ. In order to avoid any adverse reactions from food, please let Ms Gold know of any food allergies in advance. There will be some vegetarian and vegan food available, but if you are vegetarian or vegan please let Ms Gold know and I will liaise with the venue to ensure there is enough vegetarian/vegan food available for those who want it.

Alcohol will be available on the evening and with that in mind we will be identifying those students who will not be eighteen by the evening of the prom. That being said, **all students who are over eighteen should still bring their ID with them to the venue if they wish to purchase alcohol on the evening to avoid any issues in this regard**. We will try our best to ensure that alcohol is only sold to those aged eighteen and over, but ultimately it is the responsibility of your child to adhere to the rules.

The payment schedule is as follows:

- **By 25th November 2024: Initial payment of £10 per student (non-refundable deposit)**
- **By 2nd March 2025: Remaining balance of £30 per student***

Payment for the whole amount can be made at once if preferable.

Please make your payment using our online payment service at www.scopay.com. If you have not yet registered for this service, please contact KJandu@woodbridgehigh.co.uk and our Finance Department can then email you details regarding how to register. You may also pay by cash at the school's Finance Office (located in the Wynndale Building).

**Those eligible for Free School Meals need only pay £20 for their ticket (£10 by 25/11/2024 and the remaining £10 by 2/3/25).*

The school is committed to 80 guests and may cancel the event if there is significantly less interest than this, (in which case your £10 deposit will be returned to you) – so let's spread the word and generate that enthusiasm for what is always a fantastic evening!

If you have any questions or anything you wish to discuss further regarding the above, please do feel free to contact Ms Gold at agold@woodbridgehigh.co.uk. I look forward to your continued support for what should be a very happy occasion.

Kind regards,

Ms Amy Gold
Year 13 Coordinator
Woodbridge High School