



Osborne School

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Headteacher: Sonia O'Donnell

6 June 2018

Dear Parent and Carers

Time to Celebrate

I am writing to invite your son/daughter to join us for our Leaver's Prom.

The Prom will take place on the evening of Friday 29 June from 6.30pm until 9.00pm. The evening will certainly be one to remember with a theme this year of 'New York'. Although your son/daughter is not leaving, some of their class are and this will be an opportunity for them to say goodbye.

Osborne school staff will be available to support your son/daughter for the evening if they choose to attend. However, if you are able to attend to act as their carer it would be helpful. We are asking for a donation of just £10.00 from each person who attends which will go towards the cost of the meal and refreshments. The dress code for the evening is formal.

I would also like to invite you to the Leaver's Assembly which is being held at 10.00am on the same day, Friday 29 June. Although your child is not leaving, this does mark the end of their time in secondary school and they will be presented with their Record of Achievement by the Mayor. The Assembly will last approximately one hour, after which refreshments will be served and there will be the opportunity for photographs to be taken. Pupils will then be allowed to return home to prepare themselves for the Ball in the evening. If your child is taking part in the NCS programme, please can you arrange for them to have this day off.

If you would like your child to stay in school until the end of term, please indicate on the attached sheet, you will also need to inform school transport.

To help us plan for the day I should be grateful if you would complete and return the attached slip.

Yours sincerely

Sonia O'Donnell
Headteacher

Leavers Prom

- * My son/daughter will be attending the Prom and I enclose £10.00.
- * I will act as their carer and enclose a further £10.00
- * My son/daughter will not be attending the Prom

Assembly

- * I will be attending the Leavers Assembly and would like _____ seats.
- * I am unable to attend the Leavers Assembly.

Leaving day

- * My son/daughter will be finishing school on Friday 29 June. I will let school transport know
- * My son/daughter will remain at school until Friday 22 June. I will let school transport know

Signed: _____

Date: _____

Pupil's Name: _____

Class: _____