



19th of June, 2019

Dear Parents and Guardians,

To ensure the smooth running of the Year 12 formal at the Epping Club on Saturday the 22nd of June, what follows is the schedule for the night:

Guests arrive	6.00 pm onwards
Pre dinner drinks	6.00 pm
Year 12 Photo	6.30 pm
Doors open	6.45 pm
Welcome and prayer	6.50 pm
Entrée served	7.00 pm
Main Course served	7.45 pm
Dessert served	8.15 pm
Dancing	8.15 pm
Farewell	10.55 pm
Conclusion	11.00 pm

All students have been made aware of the following:

- Students should aim to arrive between 6.00 pm and 6:30 pm and ensure that they have their names (and their partner's) marked off by their homeroom patron.
- Any student who has not arrived for the evening will be contacted by the school to account for their absence.
- No student or partner is allowed to leave the function before the conclusion at 11.00 p.m. Parents are asked to arrange suitable transport for their child at the conclusion of the formal at 11.00 pm.
- Any student or partner arriving under the influence of alcohol or any illegal drugs will be refused entry and parents of students will be contacted.
- All bags will be checked by security officers prior to entry into the Ballroom.

Photographers will be present at the formal and photos can be viewed and downloaded from their website.

It is hoped that all students and staff will enjoy this event, understanding that this by no means takes away from the importance of study. Normal classes will run on Monday 24th of June and it is the expectation of the College that ALL year 12 will be in attendance with the usual grooming expectations.

Please contact me here at the College should you require further clarification.

Yours Sincerely,

Mr. Simon Belcher  
Year 12 Leader of Learning Pastoral