



9 November 2021

Dear Parent/Guardian

Year 7 – Disco - Friday 10 December 2021

In order to celebrate the wonderful start Year 7 have made at Maiden Erlegh School, we have organised a disco for the entire year group on Friday 10 December 2021, starting at 6pm and finishing at 8pm.

In order to be able to run this event, we are asking for a voluntary contribution of **£2** per student towards the costs of the evening. Pupils will not be expected to wear school uniform, but normal behaviour expectations will apply. School staff will be in attendance to supervise the event. Refreshments will be available throughout the evening, so pupils may wish to bring a small amount of money to make a purchase.

Should your child's medical circumstances have changed it is your duty to inform the school in writing or email mesoffice@maidenerleghtrust.org as soon as possible and before this event.

Should your child wish to attend, please make the payment of **£2** payable through **ParentPay**. **This payment should be made by Wednesday 17 November 2021.** Please use the following link to **ParentPay** <https://www.parentpay.com/>. If you have any queries relating to ParentPay, please email parentpay@maidenerleghtrust.org. We may be able to provide financial assistance for those students who are entitled to Pupil Premium funding. Please contact the school if this is the case on the following email mesoffice@maidenerleghtrust.org. Please note that if there are insufficient contributions to cover the cost of this activity, there may be no alternative but to cancel.

If your child is unable to attend this event due illness or to Covid-19 isolation, unfortunately we are unable to guarantee a refund, however we will endeavour to offer a full/partial refund if:

- Another student replaces your child's place for this event.
- The school is able to agree a full/partial refund from external agencies with whom the event is booked.

Payment should only be made if you are agreeing with the conditions set out in the Parent Agreement on the second page.

Parent Agreement

I have read the information letter regarding the above named event and agree to my child participating.

I understand that I am responsible for ensuring:

- That my child arrives on time for this event
- **Staff have up to date and accurate contact and medical details at the time of the event, and all relevant medication. Please email mesoffice@maidenerleghtrust.org if your child's medical information has changed as soon as possible and before the day of the event.**
- My child has appropriate clothing for this event.
- I understand that I am responsible for how my son/daughter will get to the event and home after the event.
- I understand that if my child is unable to attend the event due to Covid-19 isolation I may not receive a refund of monies paid.

If your child requires any medication e.g., an inhaler this must be brought to this event, or your child will not be allowed to attend.

Please note that representing the school on a trip, fixture or at an event is a privilege and we reserve the right to withdraw that privilege for students who are persistently late to school or lessons, do not follow our uniform or behaviour policies or bring the school into disrepute in any way.

Please address any questions regarding this event to me through the school reception, or email mesoffice@maidenerleghtrust.org

Thank you in advance for your support.

Yours sincerely



Miss E Kelly
Assistant Head of Year 7