

Our ref OFA/CBT/TC

14 November 2017

Dear Parent/ Guardian

We are happy to announce that the current Year 13 BTEC Business students are planning a disco for year 7 students. This is part of their coursework called “becoming an event organiser”. The students have to follow a clear procedure in the planning, organising and running of an event.

The disco will take place on school site on Monday 11 December 2017 and will be held in the newly refurbished sports hall. The school disco will run from 4:30pm to 6.30pm. Students will be able to buy their ticket from student reception and will cost £1 per student. Any profit made will be donated to Macmillan Cancer Support.

Students can wear their own clothes but we ask that high heels are not worn so that the Sport Hall facility is not damaged. Students will be able to purchase refreshments and take part in multiple activities, competition and games. Students **MUST** have a ticket in order to attend. It will be parental responsibility to ensure the safe arrival and collection of their child.

During the evening there will be a live singer, Alexandra Darby, who is an ex-pupil of the academy and most recently graduated with a BA in Performing Arts and is currently pursuing a singing career.

The aim of our event is to enhance student life at Forge and create memories that will last a lifetime. It gives students the opportunity to relax and have fun but also allows them to engage with other students, whom they may not interact with on a regular basis, giving them time to bond together in a fun exciting way.

If you would like your child to attend the disco, please return the reply slip attached to student reception together with payment of £1. A ticket will be issued to your child and **MUST** be handed in to door staff on arrival at the event.

Yours faithfully

Year 13 BTEC Students

Claire Bennett (Curriculum Director of Business)



Reply slip:

Student name: **Form:**

I give permission for my child to take part in the school disco. I understand I will have to make arrangements for the arrival and collection of my child.

Any information the organisers need to be aware of to support your child and make the event as good as possible for them.

Print name.....

Relationship to child.....

Signed

Date

.....

For official use only:

£1 paid : Signed _____

Ticket issued by _____

Ticket number _____