

Dear Parent / Guardian,

Staughton College will host the **Year 10 Formal** on **Friday 30<sup>th</sup> November 2018**.

Students will be invited to attend if:

- attendance is above 90% in every subject
- have been signed off in all subjects
- completed Work Experience

This event is **strictly by invite only**.

**Q. What is this event?**

The Formal is a fully supervised event for Year 10 students of Staughton College in the Multi-Purpose room. It will begin at **6pm**, finishing at **10pm**. Please be prompt in collecting your child from the front of Staughton College at 10pm. Pizza/Chips/Salad will be served for dinner. (Please list any special dietary requirements on Permission Slip below). Many staff members will be attending this event. Normal school expectations apply for this event.

**Q. What should my child wear?**

The theme for this year's formal is '*Formal Theme*'. Students must adhere to the Staughton College formal dress code. Students are expected to wear either dresses that are knee length or longer, or dress pants and a shirt. Students are expected to wear sensible shoes.

**Q. How will my child get their ticket?**

**If your child's attendance is above 90%, have been signed off in all subjects and completed Work Experience** they will be given their ticket for the Formal on Friday 30<sup>th</sup> November and dismissed at 12:50pm.

Students must be at school on Friday 30<sup>th</sup> November to collect their ticket. No student will be permitted entry without a valid ticket and a returned permission slip, and no student will be given a ticket if they are absent on this day.

**Q. What if my child's attendance is below 90%, have not been signed off and have not completed Work Experience?**

Those students with attendance below 90%, who have not been signed off in all of their subjects and did not complete Work Experience will remain at school until 3:05pm and will not be invited to attend.

**Q. What can I do to assist my child in attending the Formal?**

Ensure your child gets to school on time, every day. If absent, phone Staughton College and let them know. When absent, students must be completing W.A.R to catch up on missed work and attendance. Ensure your child is up to date with coursework for sign off. Students should have completed Work Experience in Term 3.

Please feel free to contact me if you have any further questions on 9743 4622.

**Emma Smyth**  
**Year 10 Coordinator**

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**Please sign and return this permission slip to the Year 10 Coordinator no later than the 23<sup>rd</sup> November 2018**

I (Parent/Guardian) \_\_\_\_\_ give permission for \_\_\_\_\_ (student name)  
to attend the Year 10 Formal on Friday 30<sup>th</sup> November from 6pm until 10pm at Staughton College.

I give the teacher in charge permission to seek medical attention for my child in the event of an emergency.

**Signed:** \_\_\_\_\_

**Emergency contact number:** \_\_\_\_\_

**Special Dietary Requirements:** \_\_\_\_\_