



EMMANUEL COLLEGE
Emmanuel Schools Foundation

19 May 2023

Dear [RecipientTitle] [RecipientSurname]

Further to my previous email regarding our Emmanuel College Prom on Wednesday 21 June 2023, we are now finalising arrangements for this exciting event. We would like to firm up the arrangements and finalise the payments. Parents may attend [Beamish Hall Country House Hotel](#), Beamish, Stanley, County Durham, DH9 0YB, to drop off and pick up. You are welcome to take pictures outside the venue, but you will not be permitted inside.

On the evening, students can arrive from 6:00pm, where they will receive a welcome mocktail (served from 6:30pm), food will be served from 7:15pm. We have arranged our own photographer for the evening and there will be a DJ until 11:00pm.

Carriages will be **11:00pm prompt**, please organise for [StudentForename] to be picked up at this time.

We have already received a deposit of £20.00 to secure [StudentForename]'s place. The overall cost to attend the Prom is £37.00 and the remaining balance of £17.00 is now due and **to be paid no later than Friday 26 May** via [Parentpay](#).

We would like to invite [StudentForename] to pick two of [his/her] favourite songs that might be played on the night by the DJ. These songs must be appropriate and clean. Please complete the form [here](#) with [StudentForename]'s song choices

Yours sincerely

Mr Ingham
Head of Year 11