

21 August 2017

**Dear Year 11 Parents,**

In the email with this letter you will have received an invitation to the Year 11 Formal. This notice outlines the finer details of the event, such as how to purchase tickets.

Each Year 11 student will be seated with their families. You will be required to complete the 'Student ticket' form so that our numbers balance. However, you will note that there is no charge for this ticket as it is paid for by the school.

This year we will not be putting a limit on the number of tickets per family. That said, keep in mind when purchasing your tickets that although the maximum number of seats per table is 10, it can be "squishy", so 8 per table is ideal. Please note, it is not necessary to book a whole table.

As you book, ensure that you include the first and last name and dietary requirements (if any) for each guest.

While we cannot make any guarantees, if you request to be seated with or near a particular family we will endeavor to accommodate this if possible.

- Date:** Friday 20<sup>th</sup> October, 2017
- Venue:** Karralyka Centre  
Mines Road, Ringwood
- Time:** *Students should be present from 5:00pm for both individual and group photos. All other guests should arrive at 6:30 pm.*
- Price:** \$70 per head (excluding Year 11 students) payable on booking
- Tickets/Seats:** Tickets must be purchased via the Flexischools website by Friday 15<sup>th</sup> September. *Please note this is the only option for purchasing tickets.*

Attached is information about how to set up a Flexischools account if you have not already done so.

**Please Note:** *All students are expected to attend school until lunch time (12:45pm) on Friday 20<sup>th</sup> October. Year 11 classes will not be running period 6-8 that day. Please do not make hairdressing or other appointments in the morning.*

We are looking forward to sharing a wonderful evening. Please do not hesitate to contact me if you have any questions about the Formal.

Yours sincerely,

**Emma Tresidder**  
Senior School Coordinator