Dear Year 11 Parents,

This letter is to advise the students and parents of the details for the Formal night.

**Formal Date:** Friday 17 October, 2014

**Venue:** Karralyka Centre
Mines Road, Ringwood

**Time:** Students should be present from 5.30pm for both individual and group photos. All other guests should arrive at 6.30 pm.

**Price:** $61 per head payable on booking.

**Seating Limit:** Initially three family members plus the student. (Student cost will be covered by MECS)
*If extra seats are required, a waiting list will be created on a ‘first in first served’ basis.*

**Seats:** On sale now, but should be booked and paid for by Friday 10 September. Following this date, extra seats will be made available in order of application.
*We are required to have all seating finalised 14 days before the event, which is during the school holidays.*

**Dancing lessons:** Are compulsory for all Year 11s.

**NB:** All students are expected to attend school until lunch time – 1.30pm. So please do not make hairdressing or any other appointments during the morning.

I encourage you to set aside the evening of October 17 and plan to be a part of this important event in the life of your child. Do not hesitate to contact me if you have any questions about the above information.

Yours sincerely,

Adam Radke
Year 11 Coordinator