



Cedarbank School

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7th June 2018

Dear Parent/Guardian

I am delighted to inform you that, in partnership with our Parent Council, we will be holding a **Summer Ball** for our Leavers and our new S6 Pupils. As a parent of one of these pupils I would like to invite you and your family to attend our Ball. I am also pleased to extend an invitation to the parents and family of those pupils who were in S4 or S5 and who will also be leaving us at the summer. This is an opportunity for our senior pupils to celebrate the end of this academic year as a Cedarbank pupil, to look forward to what lies ahead and to mark the departure and graduation from school of our School Leavers.

The Summer Ball will take place on the evening of **Friday 22nd June 2018** at the **Grand Central in Carmondean from 7.30pm till 11.30pm**. The dress code for the evening is formal wear. We have, as always, tried to keep costs to a minimum. The tickets for the event are £5 per person and include a disco and a buffet meal. If you intend bringing along more than 4 members of your family we can subsidise additional tickets at a reduced cost of £3 per head. This cost, plus the purchase of a Leaver's Hoodie for all pupils who are leaving us to move on to pastures new, has been subsidised from Parent Council funds.

Although the formal event will officially begin at 7.30pm in Grand Central, we will be holding a **Summer Ball Reception** at 7pm. This will be an opportunity for friends & family who may not be able to attend the **Ball** to gather and mark this occasion. At the Reception, there will be an opportunity for you all to have photographs taken as a family. Photographs, once developed, will be made available to you courtesy of the Parent Council.

In keeping with West Lothian Council policy for all school functions, **the sale and consumption of alcohol for this event is strictly prohibited**. The parents of any unaccompanied pupil believed to be under the influence of alcohol will be contacted and asked to make arrangements for their child to be collected from the venue.

If you or other family members are unable to join us for this celebration can I ask that you ensure that appropriate arrangements are made for your child to be collected from the venue prior to 11.30pm.

I commend this night to you and trust that it will be a fitting and memorable celebration of your child's education here at Cedarbank School. If you would like your child to attend this event, could I ask you to complete the attached pro-forma and return it to school along with the £5 ticket fee by **Thursday 14th June 2018**. Please don't hesitate to get in touch with me to discuss any questions or concerns that you may have regarding transport, photographs, cost etc

Yours sincerely

Ms Louise Queen
DHT



West Lothian Council

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