



Penryn
College

"Achieving through Challenge"

14th June 2023

Year 11's Final Day and Prom Information

Dear Parent/Carer(s)

As we come to the end of the exam season, I would like to take a moment to congratulate all our Year 11 students. They have been an absolute credit to you as parents/carers and we are immensely proud of the young people they have become. We wish them every success for the future.

Prom

We look forward to celebrating Year 11's time at Penryn College at the Class of 2023 Prom on Thursday 29th June. The final day for Prom balances to be settled is Thursday 15th June at 5.00pm. To avoid disappointment, please ensure this deadline is met.

Prom start time: Arrival from 6.00pm; 7.00pm start time

Prom finish time: 11.00pm

We would like to remind you that this is a school event, and that no alcohol, vapes/cigarettes may be brought to the hotel site or into the venue. The hotel has given us a designated area, including some outside space for the evening. For safeguarding reasons, students must stay within this area - once they leave, they will not be allowed to re-enter the Prom. We thank you in advance for your support with this as it will ensure the students have a fantastic night.

Handing Back School Equipment

After your child's final exam, they will need to hand in the following items to the **ICT Office**:

- iPad and iPad case
- Charger plug

Please bring all these items together - we will not accept individual items handed in separately. Some students have a school Netbook that also needs to be returned, and we know these families have been contacted directly.

Students will be asked to hand in their iPads and other equipment from Friday 16th June, after their final Science exam, or after their own final exam. This Friday, all students will be given a Leavers' Card to complete, which will need to be filled out fully before we can officially sign any pupils out following their last exam.

For missing or damaged items, we will have to make deductions from any money the school owes you and/or ask you to cover the costs. Of course, we understand and expect your child's device to have some degree of wear and tear.

Currently, the costs to repair or replace an iPad or component are as follows:

- New iPad: £267.80
- Replace the glass touch screen: £22
- Replace the LCD display screen: £80
- Lead: £13
- Plug: £13
- Case: £15



Headteacher: Tamsin Schouten
Penryn College, Kernick Road, Penryn, Cornwall, TR10 8PZ
T: 01326 372379 E: secretary@penryn-college.cornwall.sch.uk W: www.penryn-college.cornwall.sch.uk

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Lockers, Library Books and Donations of School Uniform/PE Kit

Please can you ensure that your child has returned any outstanding library books.

On the day, students will need to return the lock for their locker in return for their deposit (if they paid one). The lock will need to be returned to **Reception**.

We would also be very grateful (if you no longer need the items) if you could donate your child's school uniform and PE kit to the school. Uniform items can also be handed back to Reception at any time.

Balances and Refunds

Once everything else has been returned, please ensure your child reports to the **Finance Office**. Any balances to be refunded will include locker deposits, the catering account, and printing account balances via the following methods:

- **If your child's refund is less than £33 and you have purchased a Prom ticket**, we will be arranging your refund via ParentPay directly to your child's ParentPay account. You should receive an e-mail when the refund has been made and you will then be able to log in and withdraw the funds. As we are only able to refund where an item has already been purchased through ParentPay, this will appear as a refund against your Prom ticket purchase.
- **If your child's refund is over £10 and you have not purchased a Prom ticket**, we will be arranging your refund via BACS, directly to your bank account. We will give your child a form to complete and return to us with your bank details in order for us to arrange payment.
- **If your child's refund is less than £10 and you have not purchased a Prom ticket**, we will give your child a cash refund on the day.

Please note that we will be deducting the replacement costs of any equipment that is not returned as follows:

- Lock (for locker): £5
- iPad charging plug: £13
- Replace the glass touch screen on iPad: £22
- Replace the LCD display screen on iPad: £80

Thank you for your continued support. We look forward to celebrating your child's time at Penryn College at the Prom.

Yours faithfully

Miss Blackburn

Kate Blackburn
Assistant Headteacher

