



24 September 2018

Dear Parent/Guardian

## MACLEANS COLLEGE YEAR 13 GRADUATION DINNER – Wednesday 28 November 2018

The Macleans College Graduation Dinner is to be held at the Ellerslie Event Centre on Wednesday 28 November 2018 at 6.30 pm. Dress is semi formal (casual clothes or jeans are inappropriate) and a meal will be provided. The evening is a formal event where a graduation certificate is presented. We will also show a DVD of the school year.

The following conditions apply:

- Normal school rules concerning **language, behaviour, the possession and/or use of cigarettes, alcohol or drugs** apply to everyone attending. This is an alcohol free event, intoxicated students will be refused entry. **Anyone in breach of these rules will be removed from the premises.** Macleans College will not be responsible for students once they leave the venue.
- Tickets cost \$85.00, please pay via parent portal or at accounts.
- Tickets will be on sale until Wednesday 7 November 2018. Students will be issued with their tickets during sign out on Wednesday 28 November 2018. The Graduation Dinner is for Macleans College Year 13 students only. Their school ID card may be required to be shown on entry.
- No refunds will be available after Wednesday 7 November and refunds before this date will have a \$10 administration fee deducted.
- All students are asked to be at the venue by 6.00 pm, to be seated by 6.30 pm.
- No one will be re-admitted to the venue once they leave.
- Parking is limited. It is advised that students arrange to be dropped off and picked up outside the venue.

This evening has become an established tradition at Macleans College and the evening is in recognition of students' contribution to the school.

Please complete the attached permission form and return along with payment to accounts by Wednesday 7 November 2018.

Mr Andrew Mackenzie  
Deputy Principal



# Graduation Dinner 2018

## Permission Slip

<b>Student Name</b>	
<b>Form Class</b>	
<b>Total Cost @ \$85.00</b>	Cash / Eftpos / Visa / Chq

I/We give permission for ..... to attend Graduation Dinner at the Ellerslie Event Centre, 28 November 2018. **I/We understand that normal school rules concerning language, behaviour, the possession and/or use of cigarettes, alcohol or drugs apply to everyone attending and that anyone in breach of these rules will be removed from the premises.** I/We understand that Macleans College is not responsible for students once they leave the Ellerslie Event Centre.

Parent/Guardian Name	
Parent/Guardian Signature	
Date	

**NB – No money will be refunded after Wednesday 7 November 2018.**

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Payment can be made by:

1. **Parent Portal** This is the preferred method of payment  
- through Macleans College Website on internet – login details will be emailed
2. **Visa or Mastercard** please complete details below.
3. **Internet banking** Ref: Student's Initial / Last Name; Student ID Number; Purpose ie, camp, schdon - for Automatic payments; please contact the Accounts Dept. on 5352620 Extn 660
4. **Cheque** Payable to Macleans College  
- please write name of student and form class on back of cheque
5. **Cash** **Correct cash amount in sealed envelope. No change will be given.**

**Bank Account** Macleans College Board of Trustees  
ASB Highland Park  
Account Number 12 3089 0341410 00

Cardholder Number

Expiry Date

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Cardholder Name

Amount

Contact Phone No.

\_\_\_\_\_ \$ \_\_\_\_\_

OFFICE USE ONLY	
Received \$ _____ Date _____	Cash / Cheque / Credit Card / Parent Portal (circle)
Receipt No. _____ Initials _____	