



4 March 2019

Dear Parent/Guardian

MACLEANS COLLEGE BALL – SATURDAY 4 MAY 2019

The Macleans College Ball is to be held at Eden Park on Saturday 4 May 2019, 7.00pm to 12 midnight. Dress is formal and a sit down meal will be provided.

The following conditions apply:

- The Ball is for Year 12 and 13 Macleans College students only.
- Students must use the Entrance B, North Lounge, Level 5, Eden Park, Walters Road, Kingsland.
- Tickets cost \$95 per person. The administration of the School Ball is subsidised by parent donations.
- Due to the popularity of the Ball with Macleans College Students the venue cannot cope with extra guests. This means outside partners (students not attending Macleans College) will not be permitted to attend the Ball this year. The Ball is a formal school event which is held for the benefit of Macleans College students. It has been demonstrated in the past that students have as much enjoyment of the event whether they bring a partner or not.
- All permission slips must be signed by parents/guardians. All students must have their forms countersigned by their House Leader.
- Any change in student details is to be advised immediately to Mrs Koekemoer in the Deputy Principals' Office.
- All students attending are asked to be at the venue by 8.00 pm. The doors open at 7.00pm.
Year 13 students are to arrive between 7.00 – 7.20pm.
Year 12 students between 7.20 – 7.40pm.
- No student will be permitted to leave the Ball between 7.00pm and 12.00 midnight.

- Normal school rules concerning behaviour/language, the possession and/or use of cigarettes, alcohol or drugs apply to all students attending the Ball. Anyone caught bringing in alcohol/drugs, or under the influence of alcohol/drugs or misbehaving will be removed from the premises and their parents/guardians will be contacted to either come to the Ball venue to pick them up or agree to reimbursing a taxi driver who will be organised to take their son or daughter home to them. Any student removed from the Ball premises will also be dealt with under the Macleans College discipline procedures on their return to school.
- Any breakages occurring during the evening will be paid for by the student responsible.
- Macleans College will not take any responsibility for your son/daughter/ after he/she leaves the Ball premises at the conclusion of the function at 12.00 midnight, nor prior to entering the premises at 7.00 pm.
- If, for any reason, a refund is required, it will incur an administration fee of \$10.00.
- Last day to purchase tickets and refund money is Wednesday 3 April.
- The Ball committee will issue a separate notice regarding the theme for the Ball well before the event.

We are looking forward, once again to an enjoyable evening.



Steven Hargreaves
Principal



School Ball 2019

Year 12/13 Permission Slip

Student Name	
Form Class	
ID Number	
Total Cost @ \$95 each	Cash / Eftpos / Visa / Chq / Parent Portal
Dietary Requirements (Celiac/Vegan/Allergy etc)	

I give consent for _____ to attend the Macleans College Ball 2019. He/She is fully aware of the school's conditions as detailed in the attached letter, and agrees to uphold them.

Parent/Guardian Name	
Parent/Guardian Signature	

House Leader Signature: _____

Note – No money will be refunded after Wednesday 3 April.

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. **Internet banking** Ref: Student's Initial / Last Name; Student ID Number; Purpose i.e. Ball
- for Automatic payments; please contact the Accounts Dept. on 535 2620 Extn 821
3. **Cheque** Payable to Macleans College
- please write name of student and form class on back of cheque
4. **Cash/Eftpos** At the Accounts Office, please pay early to avoid queues

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

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