

22 October 2019
HPh/sbt

Parents/Carers of Year 11 Students

Dear Parent/Carer

I am writing to inform you of our intention to hold an end of year Leavers' Prom to which your son/daughter is invited. It will be held at Radisson Blu Hotel, Bristol Broad Quay on Friday 26 June 2020, from 7 pm – midnight. There will be no entry to students after 8.00 pm.

A committee of students, with representatives from each tutor group, has agreed to the arrangements as follows:

- **Dress code:**
Boys – trousers and shirt (full suit/tie/bow-tie optional)
Girls – smart trousers or dress (do consider the length/cut of the dress please).
No trainers, jeans/casual wear.
- **Alcohol** – there will be a soft drinks bar available for students; there is a strict **no** alcohol policy at the hotel for students. Students must not arrive in a condition which suggests they have been drinking alcohol or they will be refused entry by the hotel security staff and no refund can be made.
- **Only current Year 11 students** from King's Oak Academy are invited to attend this event.
- **A deposit of £10 must be paid by Monday 11 November 2019.** Unfortunately, in the event of non-attendance, **no refund** can be made.
- The event will be attended by members of King's Oak Staff and security will be provided by the Hotel.
- **Parents/Carers are responsible for making transport arrangements** for their sons/daughters, both to and from the event. This will be of particular importance at the end of the evening.

The Prom is being organised in response to popular demand. It is hoped that students will finish their compulsory education by celebrating with staff in an enjoyable way, which will leave them with many happy memories of their time at King's Oak. However, the need for responsible behaviour must be remembered and you are asked to discuss this with your son/daughter.

To secure a place at the Prom, please pay the **deposit of £10 by Monday 11 November 2019**; depending on numbers, the final cost will be between £25 and £35. A second letter to confirm this will be issued after the deposit deadline.

The **cost** includes a buffet, a complimentary arrival mocktail, a red carpet arrival, disco, photographer [purchase of photos at an additional cost] and hire of the Ball Room exclusively to our students, all provided by the hotel. Added to this the school includes a DIY photobooth, and decorations! **Full payment will be required once all deposits have been paid, and the final cost (as low as possible) will have been decided.**

We do hope that you and your son/daughter will want to support and attend this event being arranged through the Year 11 committee.

Yours sincerely



Miss H Peach
MFL Teacher and Prom Organiser!

TRUST RESPECT INSPIRE

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To: Miss H Pearch

Please return no later than Monday 11 November 2019

**Year 11 Leavers' Prom – Friday 26 June 2020
£10 Deposit letter**

Student's Name: _____ Tutor Group: _____

I accept the conditions and arrangements as detailed above and give consent for my son/daughter to attend the event on Friday 26 June. I am aware that I am responsible for transport arrangements and that the event will finish at midnight.

I have paid the deposit of £10 using the school's online payment system.

Signed: _____ Date: _____
Parent/Carer

Signed: _____ Date: _____
Student