

28th January 2025

Dear Parents/Carers

The Year 11 Prom has become a valued tradition at the school and forms an important part of our end of year celebrations. This year we will be holding the Prom at the Rowheath Pavilion, B30 1HH. We believe this unique venue will provide a wonderful backdrop for this special occasion. The Prom will take place on Friday 20th June at 6.30pm and the dress code is formal smart/evening wear.

The cost of the Prom for each student is £30 which is inclusive of venue hire, buffet, arrival mocktail and a DJ. Additional non-alcoholic drinks can be purchased at the venue.

Alcohol is not permitted at the Prom. Should any student attempt to consume alcohol at the event or arrive in an unacceptable condition before the event, they will be asked to leave. We ask that Parents accept responsibility for their son/daughter and request a contact number is provided should it be necessary to contact you during the event. Parents are also responsible for their son/daughter's travel arrangements to and from the event. The Prom ends promptly at 10.45pm and we request that your arrangements take this into account.

If you wish your child to take part in this Prom, payment can be made by via ParentPay. Unfortunately, we can no longer accept cash or cheques in school. To pay for the trip, log in to your child's ParentPay account. The trip name will appear in 'Pay for other items'. Then click 'View details and pay'. When you have added the trip to your basket, click 'Pay now', you will then be able to pay securely. To book your son/daughter's place ParentPay will be open for the Prom on Wednesday 29th January at 3pm, and you will need to pay £30 by 11th April 2025, when ParentPay will close. We appreciate paying this amount in one go may be difficult therefore you will be able to pay in installments.

We are sorry but refunds cannot be issued for students that do not attend the Prom regardless of circumstances. If you don't have your ParentPay login details, please ask your child to collect a letter from Mrs Jones in Elgar reception.

Please note that by making payment via ParentPay you are providing consent for your child to attend the Prom. Staff in charge of the party will take all reasonable care of the students, they cannot necessarily be held responsible for any loss, damage or injury suffered to students arising during, or out of, the school event. By paying for prom you are agreeing to give permission for the staff in charge to act in loco parentis if medical treatment is required. Parents/Carers need to complete the attached form and return this to Elgar Reception by 11th April 2025.

Students should be reminded that their behaviour records are considered before the distribution of the tickets, and we reserve the right to withdraw the invitation for students to attend should their in-school behaviour be unacceptable.

We do hope your son/daughter will be able to attend what should be a memorable and enjoyable occasion.

Yours sincerely

VMeany C.O'Donnell

Mrs Meaney & Miss O'Donnell
Teacher Teacher

Consent Form

I give consent for (student name)to attend the Year 11 prom on June 20th 2025.

I understand the cost of the event is £30.

I understand that payment will not be refunded due to non-attendance.

I understand that photos will be taken during the event.

Emergency contact details for the evening:

Name.....

Contact number.....

Relationship to child.....

Please tick how the student will be getting home at the end of the evening

Collection by parent/carer: ☐

Collection by other: ☐

Can make their own way home: ☐

My child has the following medical conditions:

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My child has the following food allergies/dietary requirements:

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Signed..... Name.....

Date.....

Photo/video consent form – Pupil to sign

I give permission to take photographs and / or video of me. I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity or on the school website. This might include (but is not limited to), the right to use them in their printed and online publicity, social media and as part of the school website.

Name:**Signature:****Date:**

Behaviour Contract – Pupil to sign

I understand that my behaviour record will be considered before the distribution of the tickets, and that the school reserves the right to withdraw the invitation for students to attend should their in-school behaviour be unacceptable.

Name:**Signature:****Date:**
