

November 2022
Ahh/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 child is invited. It will be held at **Mercure Bristol North, The Grange Hotel on Wednesday 5 July 2023, from 6pm – 11pm**. There will be no entry to students after 8.00pm.

A committee of students, with representatives from each tutor group are meeting regularly to discuss the finer details however the following is already agreed:

- **Dress code** - Trousers and shirt (full suit/tie/bow-tie optional), 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 Wednesday 30 November**. 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 Wednesday 30 November**. Depending on numbers, the final cost is yet to be confirmed, however we do not anticipate the total cost, deposit included, to exceed £40. A second letter to confirm this will be issued after the deposit deadline.

The **cost** includes a 2-course meal, a complimentary arrival mocktail, a red-carpet arrival, disco, and hire of the Ball Room exclusively to our students, all provided by the hotel. Added to this, the committee have decided to include a DIY photobooth and some 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



Mr A Heath
Head of Year 11

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
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To: Mr A Heath

Please return no later than Wednesday 30 November

Year 11 Leavers' Prom – Wednesday 5 July 2019

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 Wednesday 5 July. I am aware that I am responsible for transport arrangements and that the event will finish at 11pm.

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

Signed: _____ Date: _____
Parent/Carer

Signed: _____ Date: _____
Student

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