

October 2024
SMn/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 **Bath Racecourse, Lansdown, Bath, BA1 9BU on Thursday 3 July 2025, 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 so that every child can attend this event and celebrate the achievement of reaching the end of their secondary education journey with their peers and staff in a positive and enjoyable way. Please be aware of the following arrangements that have been agreed with the committee so that the event can be held in a safe manner:

Attendees and invitations

Only Y11 students who are on roll at King's Oak Academy on Thursday 3 July are invited to attend the event. A non-refundable deposit of **£15** must be paid by **Wednesday 27 November 2024**.

Furthermore, throughout the year, student's behaviour, attendance, attitude towards learning, punctuality and commitment to attending after school intervention sessions will be monitored and rewarded with Prom Points. Any student whose Prom Points are below zero throughout the year will have their invitation to Prom withdrawn and they will need to earn this back. Student's whose score is below zero at the end of Term 5 will not be eligible to attend the Prom. Throughout the year, your child will be updated on their Prom Points score and I will contact the families of children whose scores are below zero each term to make them aware of this and help to plan for how their child can increase their total to zero/positive in the following term.

Dress Code

Trousers and shirt (full suit/tie/bow-tie optional), or dress (pleaser consider the length/cut of the dress) form the dress code for the event. Please be aware that jeans/casual wear are not appropriate clothing choices for this event, but trainers are permitted!

Safety and screening

Once your child has arrived and had their photographs taken at the start of the event, they will be invited into the main room so that they can commence their Prom celebrations. To ensure that all children can enjoy their evening safely and sensibly, there will be a screening process that will take place as your child enters the venue. Please ensure that your child does not bring any prohibited items with them to the event e.g., vapes / alcohol as they will either be confiscated or result in you being asked to collect your child so that they can return home with you.

Alcohol

There is a strict no alcohol policy at this event however your child will be able to purchase soft drinks during the evening. Please be aware that if any students arrive at the Prom in a condition that suggests they are under the influence of alcohol they will be refused entry by the racecourse security staff, and you will be asked to collect your child so that they can return home. In the unlikely event that this happens, there will not be an option to request a refund for the event.

Collection Time

The Prom ends at 11pm and we expect all children to have been collected to return home/attend their own additional celebrations by this point. As with previous years, most families arrive to collect children between 10:15 – 10:45pm (most children leave at 10:30pm). Please ensure that you and your child have made suitable travel arrangements so

that they are not 'stuck' at the venue at 11pm with the King's Oak teachers who will be completing the cleaning up duties from the event!

Staffing and security

In a similar style to many Proms that take place in Bristol/South Gloucestershire, the event will be supervised by King's Oak Academy staff and there will also be additional security personnel provided by the racecourse to help support and manage the event.

Use of The Racecourse/outdoor areas

Once your child has arrived at Prom and entered the venue, they will be able to celebrate with their friends inside the Royal Crescent Suite. Please advise your child that they will not be able to explore additional parts of the racecourse or leave the Royal Crescent Suite until they are collected by you or an agreed family friend/relative. This is to ensure that all children remain supervised and safe throughout the event. If there are any children who are struggling to remain in the agreed areas, you will be contacted so that they can be collected and return home with you.

Travel to and from the event

Parents and carers are responsible for the travel arrangements to and from the event. Parking is available at the racecourse.

After Parties

Each year and across many schools, there are often a group of children who wish to attend an 'after Prom party' that is not managed by the school. Whilst these parties are typically well spirited and positive events, it is important that every child is kept safe. Whilst we do not encourage or advise children to attend after parties, if you agree for your child to attend an after party, please ensure that you make clear arrangements for their travel to/from the event, checked who will be supervising the event/when the event will end and that you have appropriate contact details so that you know where your child is and how you can contact them.

Remaining Actions for Parents

To secure a place at the Prom, please pay the **deposit of £15 by Wednesday 27 November**. Depending on numbers, the final cost is yet to be confirmed, however we do not anticipate the total cost, deposit included, to exceed £48. A second letter will be shared to confirm this after the deposit deadline.

The cost includes a 3-course hot and cold fork buffet, arrival mocktail, disco, and hire of the Royal Crescent Suite exclusively to our students, all provided by the racecourse. 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.**

I do hope that you and your child will want to support and attend this event being arranged through the Year 11 committee and thank you in advance for your positive engagement in the Prom Points programme that will help your child progress in their studies throughout the year and ensure that they are able to enjoy the final Prom event at the end of the academic year.

Yours sincerely



Mr S Mannin
Head of Year 11



WORK HARD, BE KIND

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To: Mr S Mannin

Please return no later than Wednesday 27 November 2024

Year 11 Leavers' Prom – Thursday 3 July 2025

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 Thursday 3 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 £15 using the school's online payment system.

Signed: _____ Date: _____
Parent/Carer

Signed: _____ Date: _____
Student