

9<sup>th</sup> February 2024

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, after consultation with the students, we will be holding their Prom at the H-Suite in Edgbaston. We believe this unique venue that will provide a wonderful backdrop for this special occasion. The Prom will take place on Friday 12<sup>th</sup> July at 6.00pm and the dress code is formal smart/evening wear.

The cost of the Prom for each student is £32 which is inclusive of venue hire, two course 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/daughters place you will need to pay £32 by 25<sup>th</sup> May 2024. 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 25<sup>th</sup> May 2024.

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

Paul Lowe  
Key stage 4 leader

Consent Form

I give consent for (student name) .....to attend the Year 11 prom on  
July 12<sup>th</sup> July 2024

I understand the cost of the event is £32.

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

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:

.....  
.....  
.....  
.....

My child has the following food allergies/dietary requirements:

.....  
.....  
.....  
.....

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

Date.....