



28th April 2023

Dear Parent, Guardian or Carer,

Re: Year 11 End of Year Prom on Friday 14th July 2023

The Rosedale Hewens Academy Trust is delighted to announce the details of the Year 11 Prom, taking place on the evening of Friday 14th July 2023. The event will celebrate the end of the GCSE examinations and will be a time to mark the end of Key Stage Four for our Year 11 cohort.

Students' ability to attend Prom is **conditional** and will be **dependent** on the following criteria, which includes the student's ability to follow the college uniform policy throughout the academic year, appropriate behaviour and conduct throughout the academic year and attendance to intervention (as required), internal trial examinations and to all public GCSE examinations.

All of these requirements must be met in order for students to attend the Prom. In cases where these requirements are not met, students will not be allowed to entry to the Prom and payment will not be accepted. Therefore, please ensure that the above is strictly adhered to.

The prom will be held at Q Vardis, Old Mill Lane, Uxbridge, Middlesex, UB8 2JH. The event will start at 7:00pm and will conclude promptly at 12:00am. The theme for the prom is "A Night on the Red Carpet" so students should dress to impress in the colour(s) of their choice. Finger food will be served, including several different meat, fish and vegetarian options. Students will be given one free soft drink with their ticket; however, additional soft drinks may be purchased at students' discretion. In addition to this, a photo booth, with props and a green screen, will also be available for students to take unlimited pictures. These will be placed on a USB and students can collect their pictures at a later date, free of charge. An abundance of teachers will be present in order to celebrate with and chaperone the students. Additional security is provided by the venue to ensure the safety of all in attendance. Inappropriate behaviour at the event will lead to students being dismissed from the venue and denied re-entry. Parents, guardians or carers will be contacted to collect their child immediately. Under these circumstances, a refund will not be issued.

The total cost for students to attend the Year 11 Prom is **£30.00 per person**. The Trust are offering two payment options: either £10.00 payments on 5th, 12th and 19th May 2023, or the full payment by **Friday 26th May 2023**. This can be paid via your child's iPayImpact account. Refunds will not be accepted under any circumstances. A record of the payment should be kept as proof of purchase. Upon paying the full amount, students can collect their tickets from their College Reception. The ticket **must** be shown to security on the night in order to gain entry into the venue. Without the ticket, students will be turned away; therefore, it is imperative that tickets are not lost. Students who attend the Prom in inappropriate attire may be turned away, as the dress code is strictly formalwear.

If you consent to the terms and conditions outlined in this letter, and would like for your child to participate in the Prom, please complete and return the reply slip below, to your child's College Reception no later than **Friday 26th May 2023**.

Yours Faithfully,

A handwritten signature in black ink, appearing to be 'A. Patel', written over a light blue horizontal line.

Ms A. Patel
Director of Teaching and Learning - Post 16
The Rosedale Hewens Academy Trust



Reply Slip: Please complete and return for the attention of your College Reception by **Friday 26th May 2023.**

Re: Year 11 End of Year Prom on Friday 14th July 2023

Please tick and fill the following:

Permissions – all options must be ticked for this permission slip to be considered valid.	
I am in receipt of your letter, dated 28 th April 2032 and understand and accept the details the Year 11 Prom.	<input type="checkbox"/>
I give permission for my child _____ to attend the Year 11 Prom on Friday 14 th July 2023.	<input type="checkbox"/>
I understand and accept that my child’s attendance to Prom is dependent on the criteria outlined in this letter.	<input type="checkbox"/>
I understand and accept that the Prom ticket must be retained for entry and a receipt kept as proof of purchase.	<input type="checkbox"/>
I understand that the Year 11 Prom is subject to government guidelines and restrictions.	<input type="checkbox"/>
My child will leave the venue promptly at 12:00am and I have made provision for my child to arrive at and return from Prom safely.	<input type="checkbox"/>
In the event of an emergency, I authorise the staff involved to act on my behalf (in loco parentis) and give my consent for any action deemed necessary, by medical professional or others, to be taken.	<input type="checkbox"/>
I give permission for photo images taken of my child involved in the above activity, which are of general public interest or provide information, to be used by the College. The images may be used in promotional material such as brochures, leaflets and display boards as well as on the College website.	<input type="checkbox"/>

Payment - please choose one option only	
I will pay the non-refundable £10.00 instalments on 5 th , 12 th and 19 th May via my child’s iPayImpact account, OR	<input type="checkbox"/>
I will pay the non-refundable, full amount of £30.00, via my child’s iPayImpact account, before Friday 27 th May.	<input type="checkbox"/>

Medical and Dietary Details and Requirements
<p>Please list details of your child’s physical/medical conditions, or any allergies below. These may include epilepsy, asthma, hay fever, hearing impairment etc. Please also include any mental health conditions such as anxiety, OCD, claustrophobia, etc.</p> <p>.....</p>
<p>Please list details of any medication your child will be carrying on their person. These may include an asthma pump and inhaler, an EpiPen, antihistamines, paracetamol, etc.</p> <p>.....</p>

Name of Parent/Guardian/Carer:		Signature:	
Contact Number:		Date:	