



SSM/jbl

April 2021

Dear Parent/Carer

**Year 11 Prom – Wednesday, 14<sup>th</sup> July 2020 at Greenwoods Hotel and Spa**

**Please Note: due to the current situation with regards to COVID-19 we cannot guarantee that this event will take place. In the event that the Prom must be cancelled, all parents and students will be informed as promptly as possible, all ticket sales will be refunded in full.**

The Year 11 Prom will be held at Greenwoods Hotel and Spa on Wednesday, 14 July 2021. Please view their website by clicking [here](#). We will be greeting students from 7.00pm and the event will finish at 11.00pm. The dress code is smart, evening wear – no jeans, sportswear or trainers.

The cost of the evening will be **£54.00** per person, which includes a reception drink, a full hot buffet, limited soft drinks, a disco **and** a large photo booth with props, backdrops, and unlimited photo printing throughout the evening for all students.

Professional photos will be taken on the night and they will then be available to purchase. It will be possible to order prints and e-versions of the images which will be available to view online from later that evening.

If you intend to hire transport for the evening, Essex Police recommend that you contact [commercialvehicleunit@essex.pnn.police.uk](mailto:commercialvehicleunit@essex.pnn.police.uk) to check whether the vehicle is properly licensed.

As the Prom takes place outside normal school hours, under the 1988 Education Act, parents must be prepared to meet the full cost of the event. Payment is made to the venue in advance, so we regret that we cannot issue refunds once the event has been paid for.

In the interest of ensuring that a good evening is enjoyed by all, **the school reserves the right to withdraw the place of any student if deemed necessary**; in this case a full refund will be given. Please be aware that students will not be allowed to attend if they have not returned their textbooks to the relevant subject teachers, overdue books/DVDs to the library and cleared any arrears on their catering account.

The full payment of **£54.00** per person is due by **Friday, 21 May 2021**. The method of payment is via secure on-line ParentPay using your debit or credit card, your ParentPay user name and password.

Yours faithfully

Miss S Smyth  
Head of Year 11

Mr S Mansell  
Headteacher