



Dear Parent/Carer and Year 11 Student

RE: YEAR 11 LEAVERS' PROM – THURSDAY 02 JULY 2026

We are delighted to invite our Year 11 students to celebrate the end of their academic journey with us at **The Gateway Academy Year 11 Leavers' Prom**. This is a wonderful opportunity for students and staff to mark the culmination of students' hard work and achievements throughout their time with us.

We would like to remind families that, as this is an Academy event, attendance is a privilege. Students who do not consistently demonstrate our core values of **responsibility, resilience, compassion and aspiration** and those who do not maintain high standards of attendance and punctuality, may not be permitted to attend. Please find below the key details of this event:

Date: Thursday 02 July 2026

Venue: Orsett Hall, Prince Charles Avenue, Orsett, Grays RM16 3HS

Timings:

- Arrival from **6:30 pm**
- Meal served at **7:00 pm**
- Event finishes promptly at **11:00 pm** (as the venue will be closing)

Cost and Payment Details:

- **Total Cost:** £50.00 per student
- **Deposit:** £15.00 (non-refundable) to secure a place
- **Final Payment:** £35.00 due by **Friday 22 May 2026**
- Payments can be made via **ParentPay** or by **card payment** over the telephone with our **Finance Department**. Students are also encouraged to use their merits on Class Charts to earn money off of their prom ticket.
- **Deadline for deposit payments: Friday 27 March 2026**
- If payment is not possible by this date, please contact **Louise Smith** (louise.smith@theglc.org.uk) to discuss options.

Additional Information:

- Students are advised to bring money to purchase **soft drinks** during the event.
- Any student displaying inappropriate behaviour on the night will be asked to leave by Orsett Hall management.
- Refunds will only be issued up until **Friday 22 May 2026**. After this date, **no refunds** can be given.
- **Permission Forms** must be completed and submitted by Parents/Carers along with confirmation of payment.

Confirming Attendance:

- To confirm attendance, Parents/Carers are required to complete the following Google Form: <https://forms.gle/xvvP32V4CmtFZyh6A>. Please note that a Google account is **not** required to access and submit the form, although it may be necessary to copy and paste the link into Google Chrome.

Media Consent:

- Please be aware that photographs and videos may be taken during the event for display purposes. Consent for this is included in the Google Form above.

We look forward to celebrating this special occasion with our Year 11 students, however, please be aware that **without a completed Permission Form and full payment, students will not be able to attend**.

Further details about this event and a copy of this letter can be found on **The Gateway Academy's website**. Thank you for your continued support.

Yours sincerely

Miss B Mead

YEAR 11 PROGRESS LEAD

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The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.

Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.

