



14 February 2024

Dear Year 11 Student

RE: YEAR 11 LEAVERS PROM – THURSDAY 27 JUNE 2024

It gives me great pleasure to invite you to this year's Year 11 Prom and set out below details for your information: -

- **Date:** The Prom will be held on Thursday 27 June 2024.
- **Venue:** Orsett Hall, Prince Charles Avenue, Orsett, Grays RM16 3HS.
- **Pre-Prom Reception:** Arrive at The Gateway Academy at 5:45 pm for a pre-prom reception.
- **Timings:** You should arrive at approximately 6.30 pm at Orsett Hall, Prince Charles Avenue, Orsett, Grays RM16 3HS, the meal will be served from 7.00 pm.
- **Initial Deposit** £15.00 per student. The final cost of the ticket will be advised at a later date, once this information is available.
- **Please note students will need to bring money with them to purchase soft drinks. NO ALCOHOL WILL BE SERVED TO STUDENTS ON THE NIGHT.**
- **Should any students arrive at the Prom under the influence of alcohol or displaying inappropriate behaviour, you will be asked to leave by the management of Orsett Hall.**
- Payment is ParentPay or Card payment over the telephone with our Finance Department.
- Completed Permission Forms must be completed by Parents/Carers and confirmation of payment must be placed in a sealed envelope with the title **PROM 2024** and handed into Student Services.
- **Closing date for deposit payment will be Friday 29 March 2024. Please contact Marie Davis (marie.davis@theglc.org.uk) if payment is not possible by this date.**
- Unfortunately, refunds will only be given up to one month prior to the Prom. After this date **NO** refunds will be given.

There is a possibility that the Prom may be filmed or photographs taken for display purposes. For this to go ahead, please ask your Parent/Carer to sign the Permission Form attached.

Please note that a Pre-Prom Reception will be held at the Gateway Academy from 5:45 pm on Thursday 27 June 2024, for students to come along with their parents/carers to have their photographs taken, prior to leaving for the evening celebrations.

PARENT/CARER INFORMATION

It is vitally imperative that your son/daughter attends school each and every day as attendance has a close connection with academic success. As you are aware Year 11 attendance is very important to your child's rate of success. With effect from Monday 15 April 2024, students who do not achieve an attendance level of at least 97% (which is two separate periods of unauthorised absence) will not be allowed to attend the prom. (If medical evidence is provided for any absence, this will be taken into consideration.)

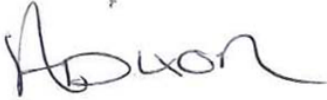
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We look forward to seeing you on the night, however, if you do not return a completed Permission Form and payment, you will not be able to attend the Prom. For further details on this event (and a copy of this letter) please visit the Gateway Academy's website.

Kind regards,

Yours sincerely



Miss A Dixon
YEAR 11 PROGRESS LEAD

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REPLY SLIP

RE: YEAR 11 LEAVERS PROM – THURSDAY 27 JUNE 2024

I give permission for my child: _____ (student name) to attend the Year 11 Prom on Thursday 27 June 2024 and I can confirm that I have paid my child's initial deposit of £15.00 towards the prom ticket via ParentPay/Card. I understand that **NO** refunds will be given one month prior to the Prom going ahead and the final date for this is **Friday 31 May 2024**.

Any medical conditions/food allergies. _____

Emergency contact number _____

*I will arrange for my child to be collected from the Prom ☐

*I am happy/not happy for my child to be filmed/photographed at the Prom ☐

*(*Please indicate by ticking relevant box and delete as appropriate)*

I understand that my child's place at the Prom will be withdrawn should their attendance fall below 97% or if the Academy has any concerns with regards to their behaviour and/or attitude towards learning. ☐

(Please acknowledge that you have read the above by ticking the box thank you)

Signed _____ (Parent/Carer) Dated _____

Print Name _____

Student Services to complete:

Confirmed Payment via ParentPay/Card £ _____

Date of payment received _____