



January 2024

Dear Parent/Carer,

RE: YEAR 11 PROM – Thursday 27th June 2024

I am pleased to inform you that the Prince Henry's Grammar School Year 11 Prom 2024 will take place at the Hilton Leeds City Hotel on Thursday 27th June at 7.00pm. The evening will be an ideal opportunity for students to celebrate their achievements and experiences at Prince Henry's. The cost of attending is **£39** which includes:

- 'Mocktails' on arrival
- A three-course meal with coffee/tea
- A private function room and foyer area
- A DJ and sound system
- Table decorations

I can confirm that school can provide a 50% subsidy to students who are **currently** in receipt of free school meals. If applicable, please pay £19.50 and indicate free school meals in the allergies section of the information form.

Students will need to bring a small amount of money to purchase drinks; a professional photographer will be available if students wish to pay for individual or group photographs.

The students will be supervised by Prince Henry's Grammar School staff, notably Personal Tutors and Mr Knight. I am sure you will agree that 100% co-operation from all Year 11 students on the night is crucial to its success and I would therefore like to take this opportunity to remind you of the following:

- A **£10 deposit** must be paid by **Friday 9th February** in order to secure a place. The remaining balance needs to be paid in full by **Friday 17th May**.
- After this date all monies will be paid to the Hilton Hotel. Therefore, any student who drops out, or whose place at the Prom is removed due to poor behaviour in school, will then forfeit the entire payment.
- Only PHGS students are invited. Under no circumstances must other people from outside of (Year 11) PHGS be invited – this includes former PHGS students.
- Parents are fully responsible for students' transportation to and from the event which will start at 7.00pm and finish at 11.00pm.

Please note that we do reserve the right to refuse students a place at the prom due to concerns around behaviour or attendance.

The following criteria will apply:

- Any student who has been internally or externally suspended for inappropriate, challenging or disruptive behaviour, **at any point in Year 11**, will not be allowed to attend.
- Any student whose behaviour warrants spending time in our Reflection room for any reason from today's date onwards will not be allowed to attend.
- All Non-Exam Assessments (NEAs) must be submitted by the relevant deadline;
- All exams must be sat unless an absence is accompanied by a Doctor's note.
- Attendance will also be reviewed from January onwards. Places may be removed for any student whose attendance meets the criteria of being 'persistently absent' (less than 90%).

If your place at The Prom is removed before deposits/final payment has been made to the Hilton Hotel, then monies will be refunded.

However, if deposits, or the full amount, have already been paid to the Hilton Hotel, then that money will not be returned unless you are able to find somebody to take your place. The Hilton Hotel will not offer any refund once the bill has been settled.

Given that the event is the responsibility of school, we will be expecting a high standard of behaviour on the night. Please read the following points carefully with your child as no warnings or second chances will be given:

- The highest level of behaviour is expected from students attending the Prom. Any students who cannot adhere to this expectation will be asked to leave and parents will be called to collect them.
- Any students that are suspected to be under the influence of alcohol, or any other substance, before or during the Prom will be asked to leave and parents will be called to collect them.
- Any students attempting to buy alcohol or who have alcohol on their person will be asked to leave and parents will be called to collect them.

Students must select one of the menu options overleaf. In order for the Hilton to provide a fast and effective service these choices must be made in advance and last minute changes cannot be accommodated so please ensure they consider their choice carefully.

Menu 1

Tomato & Basil Soup, Sourdough, Pea Shoots
Pan Roasted Chicken Breast, Wild Mushroom Velouté and Potato
Sticky Toffee Pudding, Butterscotch Sauce, Vanilla Ice Cream

Menu 2

Tomato & Basil Soup, Sourdough, Pea Shoots
Dukkah Spiced Squash, Red Lentil Dahl, Coconut
Sticky Toffee Pudding, Butterscotch Sauce, Vanilla Ice Cream

If your child has any allergies or specific dietary requirements, then this must be clearly stated next to their menu choice via the link below.

<u>PROM PAYMENTS:</u>	Friday 9th February	£10
	Friday 17th May	£29
	Total	£39

PAYMENT INFORMATION: Payments should be made via the School Online Payment System. When making payment please ensure you tick the consent box to say you agree to the terms and conditions outlined in this letter.

IMPORTANT INFORMATION: Menu choices, allergy information and emergency contact details must be entered via the link below. Prom tickets cannot be issued if this information has not been submitted.

[IMPORTANT INFORMATION LINK](#)

If you have any further queries regarding the Year 11 Prom 2024 then please feel free to contact me. I look forward to an enjoyable evening celebrating the achievements of Year 11 students.

Yours faithfully,

S Knight

**MR S. KNIGHT
DIRECTOR OF KEY STAGE 4**