

Dear Parent / Carer,

On Thursday 4th July 2019, The Year 11 Leavers' Prom will be held at Lumley Castle, Chester le Street. Guests should arrive between 6.00pm & 6.30pm with the meal service at 7.00pm. The Prom will finish at 11.30pm.

The total cost for the evening is £30.00 which includes a buffet meal, DJ and spot prizes. Guests will need to make their own travel arrangements to and from the event.

If not already done, the final balance must be paid via parentpay by 19th June.

If you have any concerns regarding payment please contact the School Office. These concerns will be treated confidentially.

The Year 11 Leavers' Prom is the social highlight of the year for many pupils and has been a successful event over many years. It is an opportunity for students to socialise with all of their peers one last time before their GCSE results on Thursday 22nd August 2019.

The venue is exclusive, so may I politely remind our guests that the evening is strictly formal with a dress code and a very high standard of conduct is expected. As the students have officially left the school after their GCSE examinations, we always rely on a strong degree of trust and maturity regarding behaviour and standards. This ensures that both students and staff who attend can fully enjoy and celebrate this evening at a private function where staff not only volunteer to attend but also pay to do so.

There is a strict no alcohol policy and this applies before and during the event. If staff believe any student is intoxicated or under the influence they will not be permitted to enter the venue and will be asked to leave immediately if caught drinking alcohol or using any illegal substances during the event. If guests display any unacceptable conduct, it will result in immediate ejection from the premises by the venue's security team. This is non-negotiable.

A professional photographer will be taking photographs (group and individual) and guests will have the opportunity to purchase these on the evening. The cost of each photo is £5 and they will be available to take home on the evening.

As I have already said, to be allowed to attend this event, we stipulate that from receipt of this letter until the final day of leaving Tanfield School any incidents of poor behaviour, especially refusal to accept the authority of staff, will lead to pupils having their invitation removed. Attendance at school and uniform will still be taken into consideration. Students who have poor attendance will also have their invitation removed unless there are exceptional circumstances to justify their absence.

Please note, whilst year 11 students are currently invited to the Prom, this celebration is a privilege earned and not a right. The school reserves the right to withdraw invitations at **any time** and the Deputy or Headteacher's decision on the guest list is final. If your child is no longer allowed to attend the prom we will refund any money paid. However, we will not be responsible for any additional expenses such as outfits or transport hire.

If you would like any more information, please do not hesitate to contact me or Mr Davison, Year manager for year 11.

Yours faithfully.

Mr C Jones
Deputy Headteacher

Return to school.....

Year 11 Leavers' Prom
Thursday 4th July 2019, Lumley Castle

I give permission for my daughter/son (name)

to attend the Year 11 Leavers' Prom on Thursday 4th July 2019 at Lumley Castle. I understand that this is a private function and permission to attend will be withdrawn for incidents of poor behaviour or persistent absence between now and the Prom.

I have made arrangements for my daughter/son to travel to the prom and home from Lumley Castle, Chester le Street at approximately 11:30pm

I have paid the full amount of £30.00 online via ParentPay

Signed (Parent/Carer)

Print Name