

6th December 2024

Dear Parent /Carer

I am writing to give you some details regarding the Year 11 Prom in the Summer term.

Whilst this may seem a way off, it is important for parents, students, and staff to be fully informed of the details in advance.

Prom details

- **Date** - Thursday 3rd July 2025
- **Venue** - The Essex, Earls Colne (<https://www.theessexgolfandcountryclub.com/>)
- **Time** – Arrival from 6pm for a 6.30pm start / Finish at 10.30pm
- **Ticket Price** - £46.00

Tickets include a buffet, security, a photo of your choice and entertainment. Students will need to purchase their own 'soft' drinks at the venue (card payment only). Tickets will be available nearer the time to purchase on the school website via ParentPay.

We will continue to remind students and parents/carers of the following details:

Photographs

As mentioned, a charge of £8.00 for Prom photography is included in the ticket price. As in previous years, all the photographs taken during the evening by our media team will be available to download for free as high resolution, unwatermarked JPG files. In addition, your ticket entitles you to a 7"x10" print of a photo of your choice. It is essential however, that you complete the order form, available on our Prom website prom.notleyhigh.com after the Prom, to receive your print(s).

Behaviour and attendance criteria

Please be aware that attendance at our prom is still subject to each student's behaviour, punctuality, and attendance at school. Of course, we want everyone to be able to attend, however we will not risk anyone spoiling the evening for others or bringing the school into disrepute, so should any students' behaviour call our trust into question, we will withdraw the privilege of attending their Prom.

In the first instance any student who has an attendance below 90%, a school suspension, no engagement in revision opportunities and over 3 behaviour incidents or breaches of the school's behaviour policy between the date of this letter and the start of May half term will not be able to attend. In addition, the school reserves the right to apply discretion to individual cases.

Next steps

The Year 11 Prom is always a special evening on the school calendar, and it is a wonderful opportunity for all students to celebrate their five years at Notley High School and we hope that this letter gives you plenty of time to make the necessary preparations.

Please ensure that travel arrangements are organised for your child's journey home. In the past it has been difficult for local taxi companies to pick up any last-minute bookings, so please ensure this is pre-arranged if you are not collecting them personally.

Further details will follow in terms of payment deadlines and any other necessary details will follow in due course.

Should you have any questions about the details of the Prom and its arrangements, please contact Mrs Vickery via email at jane.vickery@notleyhigh.com

Yours faithfully,

Mr M. Fletcher

RSL Year 11

Mrs M. Townsend

Deputy Headteacher

Mrs J. Vickery

Pastoral Manager