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Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mr N Lindsay, BA (Hons), NPQH

20th September 2021

Dear Parent / Carer,

Re: Year 11 Leavers Prom 2021 – 0016-21REL

I am writing to inform you that your child has been invited to the Year 11 Prom 2021.

This years Prom will be held at **Blackwell Grange Hotel** on **Friday 8th October 2021** and will be a celebration to mark the end of the pupils' time in formal education at Longfield Academy.

Pupils are to arrive at Blackwell Grange from 6:00pm onwards. There will be welcome mocktails served on arrival and parents / carers are invited to join us for photographs between **6:00pm and 6:45pm**. Pupils will then move into the main function room for their meal and disco. The evening will finish at approximately **11:00pm**, please ensure that your child has transport home **before 11:15pm**.

There will be a non-alcoholic bar and pupils will be expected to follow the smart / formal dress code. We understand some pupils and their families were not expecting to buy a prom dress or suit therefore, smart attire is also acceptable for the event.

The event is a very important one in the school calendar and therefore the expected standards of behaviour are very high. It is important to note that Prom is taking place on an evening and this means staff are giving their own time freely. I know that pupils will be a credit to Longfield, and we will all enjoy this memorable event together.

The cost of the evening is £30:00 per person. Payments can be made online via Parentmail. Alternatively, payments can be made by card, cash or cheque at main reception. Cheques should be made payable to Longfield Academy. **Payment is due by Monday 4th October 2021** and is non-refundable. By making payment, you are confirming your child's attendance and agree to the details in this letter.

If you have any further queries regarding Prom, please do not hesitate to contact me via main reception or by email: enquiries@longfield.swiftacademies.org.uk

Yours faithfully,



R Eldrington
Assistant Headteacher