

25th January 2019

Our Ref:

Your Ref:

Dear Parent/Carer,

Re: Year 11 Prom 2019

The RSA Academy would like to invite all Year 11 students to attend the RSA Academy Prom at The Botanical Gardens, Birmingham, on Thursday 27th June 2019.

The Prom will start at 7.00pm and will finish at 11.30pm. The tickets for students are priced at £30.00 which includes the cost of their meal. To secure a place, full payment is required by **Friday 29th March 2019**.

The Academy is eager for this to be a celebration of students' achievements. Entry to the Prom will be dependent upon individual student attendance, good behaviour and their commitment to work and will be at the discretion of the Year 11 Team. All relevant criteria for Passport to Prom 2019 can be found in student planners. Should your child not be allowed to attend due to not meeting the aforementioned criteria, any monies paid for the ticket will be refunded; please note however, that the Academy will not be responsible for any costs incurred for specialist clothing or arranged transport.

Whilst parents may collect their child at 11.30pm, they will not be allowed into the main event room. Parents may wait in the reception area until the Prom has ended.

If you would like your child to attend the Prom, please return the reply slip to Reception by **Friday 15th February 2019**. You can pay via School Gateway or bring monies into school Reception. If you are paying via School Gateway please provide the reference number on the attached proforma.

If you wish to discuss any aspects of the event further please do not hesitate to contact us.

Yours sincerely,

Mr J Lea
Year Team Lead

Mr D Smallwood
Head of Year 11

Year 11 Academy Prom – Thursday 27th June 2019

I/We give permission for Name: _____ Tutor group: _____
to attend the Academy Prom. I have paid the full amount of £30.00 via School Gateway:

School Gateway Reference Number:

(If you are having problems/concerns regarding paying via School Gateway please contact the Finance Department on Telephone: 0121 556 1351 option: 3 or via email at: finance@rsaacademy.org)

I understand that if my son/daughter is not allowed to attend the Prom any clothing or transport costs incurred are my sole responsibility.

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Please return this slip to Mr Smallwood or Mr Lea by Friday 15th February 2019