

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

11<sup>th</sup> June 2018

Dear Parent / Carer

The Year 11 Leavers Prom is nearly here! This is just a reminder about timings and expectations for Prom.

Arrival time is from 6pm on Wednesday 27 June 2017 at Sandburn Hall, Flaxton, with students dining at 7pm. There will be an opportunity for photos to be taken before the meal, so I would advise pupils to arrive no later than 6:40pm. I am sure many of you will want to take your own photos and to watch other people arrive. To enable this to all happen smoothly, on arrival please go towards the left hand car park and follow the Manor signs around (there may well be a queue as people drop off) to drop pupils off on the red carpet, and then continue back around the car park to park your car or leave. We politely request that parents/carers stay at the front of Sandburn Hall and do not enter the venue.

Prom ends at 11:30 pm, and so parents/carers will need to have collected students by that time.

In order to ensure the evening runs smoothly and everyone has a fantastic time there are three rules:

1. **No alcohol or drugs** – any student who arrives under the influence will be denied entry
2. **No smoking**
3. **No re-entry** – once a student leaves the venue, they will not be allowed to re-enter.

Any student who breaks the rules will have parents contacted and will be removed from the venue. Please ensure that you are contactable on the emergency number you provided on the reply slip.

This prom will probably be the last time many students can get together socially and we hope that it is an event to be remembered for all the right reasons.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

**Miss Charlotte Day**  
**Head of Year 11**