

Our Ref: DH

Thursday 27<sup>th</sup> June 2024

Dear Parents/Carers

### **Year 11 Leavers' Prom 2024 – Briefing Letter**

Following the invitation to attend this year's Leavers' Prom, we would like to update you on the final arrangements for the event. The information below is in addition to the information on the original letter.

- Students need to make their own way to The Village Hotel, Dudley. The postcode for the venue is DY1 4TB. You can of course arrange any mode of transport but please ensure that where you are considering making use of a car service that it is a licensed provider.
- Students can arrive at the venue from 6:30pm, at which time they will enjoy a welcome mocktail and relatives can take any photos they wish to. Due to the size of the venue, The Village Hotel have requested that family members do not enter the hotel though, to ensure safe numbers. Only students on the guest list will be permitted to enter – tickets are not required.
- As part of The Village Hotel security, bag and pocket checks will be conducted, supervised by a member of Oldbury Academy staff. This is in line with security procedures at many public venues and ensures that our students enjoy a safe and happy finale to their school journey.
- Students are free to wear what they wish, but it should be appropriate and suitable for a formal event.
- The cost of the prom ticket covers food and a welcome drink per person, and a two pitchers of pop per table. Students should therefore bring additional money for any further drinks they wish to purchase.
- If your child requires medication they must have these with them or they will be unable remain at the venue. This will be checked upon students being registered in line with your consent form and information on the system. Epipens and inhalers and any other emergency medication will need to be carried by the students. Students needing an epipen must be carrying two with them at all times.
- No fireworks, powder bombs, sparklers or confetti are permitted on site.
- No alcohol is permitted. Where students are believed to be under the influence of alcohol, attempts to purchase alcohol or is found to be in the possession of alcohol, the primary contact on your response form will be required to collect the student. The student will be removed from the event without refund.

- Students will be representing the school and are reminded that their conduct must be exemplary. Where behaviour falls short of expectations, the primary contact on your response form and will be required to collect the student. The student will be removed from the event without refund.
- The prom ends at 11pm. Staff are giving up their own free time to attend the event and ensure it is an enjoyable experience so we ask that you arrive promptly to collect students at this time.

We are excited to welcome students to the event and celebrate their time at Oldbury Academy. If you have any further questions or queries, please do not hesitate to contact me via email on [dhoofe@oldburyacademy.org.uk](mailto:dhoofe@oldburyacademy.org.uk)

Yours faithfully

A handwritten signature in black ink that reads "D Hoofe". The letters are cursive and slightly slanted to the right.

Mr D Hoofe  
Assistant Head of Year 11