

11<sup>th</sup> March 2022

Dear Parent/Carer,

**Year 11 Prom - Thursday 23<sup>rd</sup> June 2022 to be held at  
Harrow Borough Football Club, Earlsmead, Carlyon Avenue, South Harrow, HA2 8SS**

I am delighted to inform you that we are pleased to be planning the Year 11 Prom. We would love to see all Year 11 students take part in this exciting event together. It will be an opportunity for students to celebrate their time at Rooks Heath along with their friends and teachers and to create long-lasting memories as they leave secondary school and get ready for the next phase of their education.

If all the Year 11 students participate, we expect there to be a group of up to 202. Students will be supervised by the Year 11 tutors plus other staff on the evening, and we anticipate having 15 staff present. **The event starts at 7:00pm.** Students should make their way to Harrow Borough Football Club and the **event will end by 11:00pm. We expect students to leave the venue quickly and quietly and make their way home with no loitering. Please make plans for your child's safe journey home.**

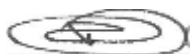
The dress code for the evening is 'formal evening wear'. However, please do not feel obliged to purchase expensive outfits.

A charge of £25 is required to cover the cost of the Prom, buffet with soft drinks, DJ, décor, Photo Booth and a Sweet Trolley.

Students will be representing Rooks Heath School, so we always expect mature and responsible behaviour. Anyone behaving in an inappropriate manner will be asked to leave the venue and their parent/carer will be called. **As students are all under the age of 18, alcohol is strictly forbidden.** The School reserves the right to disallow a student from taking part in the Prom if their behaviour at School indicates that they may not follow instructions. Please also note that the School and its staff cannot be held responsible for damage to, or loss of personal property and we therefore discourage students from bringing expensive cameras or phones etc. If students do bring such items, they will be responsible for the safety of them themselves.

If you would like your child to participate in the Prom, please pay using your ParentPay account at [www.parentpay.com](http://www.parentpay.com). If you do not have your log in details, please contact Ms Kennard, in the main office. If you do not wish to pay online, please contact the main office for a PayPoint letter which you can take to your local Paypoint enabled store and make a payment using the printed barcode. Payment must be received by **22nd April 2022** to allow the School sufficient time to continue to plan the event.

Yours faithfully,



Mr P Todd  
**Head of Year 11**