



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

Dear Parent/Carer

Each year we hold a Year 11 Prom to give the students an opportunity to celebrate their success, achievements and to share a wonderful event which they will remember for many years to come. In present circumstances we have had to look at alternative options to ensure we can still offer a prom to students. Therefore, we are delighted to say that we are able to offer a prom on school grounds and we will ensure that this will be an exceptionally special event.

The Prom will take place on **Thursday 1<sup>st</sup> July at 7.00pm until 10.00pm**. The cost of the Prom for students will be **£5**; this includes a red carpet, refreshments (food & drink), photobooth, the DJ and a marquee.

We are required to provide the catering and marquee providers with an approximate number of guests to ensure we have sufficient refreshments. Therefore, if your child would like to attend the prom, to secure a place please can you ensure you make a payment of £5 by 28<sup>th</sup> May 2021 via ParentPay only. No other payment will be required.

The dress code will be smart/ casual. By this we mean that we would like people to dress up (please feel free to dress impress). Unfortunately, anybody attending who is wearing sportswear will not be permitted access, however jeans are acceptable.

Students will still be allowed to arrive to the school using transportation of their choice. There is sufficient space in the car park to drop off and then students will enter via the main school gates.

Any student who attends 100% of the time from the launch of the prom to Friday 25<sup>th</sup> June will go into a draw for the school to pay for their limo ride to prom. They will also be able to invite guests to share the ride.

In order to attend the prom students will be required to meet the prom attendance criteria which is attached to this letter. The School reserves the right to cancel places if students fail to follow and comply with the Schools Code of Conduct. The £5 is non-refundable.



In line with the current guidance, attendees will be required to demonstrate that they have had a negative lateral flow test within 48 hours of the start of prom. Tests will be available to collect from the school if required. This is subject to guidance which may change, if there are any changes, we will update you.

In addition, to the payment of £5 please could you take two minutes to provide us with consent and contact information by typing the following link into your web browser or follow the link we will text to the contact number we have. If this number is not up to date, please let us know:

[https://forms.office.com/Pages/ResponsePage.aspx?id=yu1GLt0A20uVy2z1Ys-7pMN5\\_x7CRI9HmSU7\\_vjFdCBUMDBHOEpHMEExXNFMxRVFNNjJQU1hCVEFNri4u](https://forms.office.com/Pages/ResponsePage.aspx?id=yu1GLt0A20uVy2z1Ys-7pMN5_x7CRI9HmSU7_vjFdCBUMDBHOEpHMEExXNFMxRVFNNjJQU1hCVEFNri4u)

Yours Faithfully

Mr C Brooke  
Assistant Principal

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