



May 2023

Dear Parent/Carer,

Year 11 Prom – Burntwood Court Hotel – Thursday 6th July 2023

We are looking forward to the Year 11 Prom 2023. Prior to the event please can we draw your attention to the following details:

Prom guests may arrive at the reception of Burntwood Court hotel from 6pm.

Dinner will be served from a set menu at around 7pm. During the meal all prom guests will need to remain seated in order to be served their food by the hotel staff.

The meal will consist of:

- A choice of soup or Yorkshire pudding
- Chicken wrapped in bacon served with stuffing and vegetables
- Chocolate fudge cake
- Any special dietary requirements need to be reported to Miss Dowey in the Hub by Tuesday 6th June 2023.

All guests have been asked to identify who they would like to sit with. Requests must be given to Miss Dowey in the Hub by Tuesday 6th June. A copy of the seating plan will be provided on the evening and it is important that everyone sits in the correct seat in order to assist the hotel staff to serve the food. The bar will be open for students to purchase soft drinks during the evening. A photographer will be available on the evening who will offer photographs at £12 each or £25 for 3 prints. This will be payable on the evening.

All guests are expected to leave the hotel grounds by 10.45 pm at the latest.

In order for the prom to be a total success can we please draw your attention to the following:

- Parents/carers and other spectators are welcome to watch the students arrive but are kindly asked to park cars to the rear of the sports hall area as the car park is reserved for hotel guests only.
- The hotel is a no smoking/vaping site, any person who is found smoking or vaping on the site will be asked to leave by the hotel staff.
- Any underage prom guest who arrives at the venue under the influence of alcohol or if found to be drinking or attempting to buy alcohol at the venue will be asked to leave.
- Behaviour that interferes with anyone else's enjoyment of the evening will not be tolerated and may result in students being asked to leave.

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Principals Mark Gilmore & Rachael Merritt



- The College reserves the right to refuse any student entry to the Prom if we deem their conduct to be unacceptable at any point prior to, or at the event.

Please note that the students will not have a physical ticket to enter prom. Staff will greet them at the door and will check their name against a list of the students who have bought tickets.

We are certain this will be a fabulous evening of celebration and we are really looking forward to sharing this with students.

Yours sincerely,

K McGowan

Mrs K McGowan
Assistant Principal

L Raistrick

Mrs L Raistrick
CCTL Year 11

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