



26th June 2023

Dear Parent/Carer,

Year 11 Prom 2023 – The Tally Ho, Edgbaston – Monday 3rd July 2023

It is a week until the 2023 Year 11 Prom is due to take place. This will be a joint event with Kings Norton Boys' School and the event is a wonderful opportunity to celebrate the last 5 years at Kings Norton Girls' School.

We wanted to take this opportunity to outline the plan for the evening and to share with you some information about the event.

The Prom is taking place at the Tally Ho Conference and Banqueting Centre, Pershore Road, Edgbaston, Birmingham, B5 7RN. The evening will begin at 7pm, with students able to arrive from 6:45pm onwards. We will have two security officers who will be able to support throughout the event and will be performing bag searches on arrival. Students will be greeted with a non-alcoholic fruit punch on arrival and will then enjoy a finger buffet (the students have decided which buffet they would like) from 7.30pm. This will be followed by a disco and the evening will finish at 10:45pm. Please note that the Tally Ho is cashless and therefore if your child wishes to purchase a non-alcoholic drink from the bar, they will require a debit card or contactless payment method. There will be jugs of diluted juice on the tables available throughout the evening.

As part of this event, photographs may be taken for purpose of recording the event. These may be displayed on the KNGS website, school directed links such as twitter and/or around the school for staff, students and parents/carers to view. Our school policy dictates that we do not identify the students in the pictures. These photographs will not be used for any other purpose. Please ensure that your consent preferences in relation to use of photographs are up to date via the SIMS parent app or by emailing the school office prior to the event (enquiry@kngs.co.uk). We are aware that students will take photos using their own devices. Please ensure that your child is aware of being respectful with photographs taken and ensure that consent is provided by all parties for any photographs taken by them during the event.

Please note the following :

- Whilst school staff will be present at the event and will take all reasonable care and precautions, they cannot be held responsible for loss, damage or injury suffered by your child as part of the event described. As this is a optional event, students will be free to leave throughout the evening at their own choice. However, please note that should your child leave the event early (prior to the evening finish), they will not be able to come back into the event at a later time.
- During the event, students will be expected to behave in line with our behaviour policy and school expectations at all times and you will need to be available to collect your child if their behaviour during the event necessitates this.



KINGS NORTON GIRLS' SCHOOL & SIXTH FORM

Kings Norton Girls' School & Sixth Form
Selly Oak Road
Birmingham
West Midlands
B30 1HW

T. 0121 675 1305
F. 0121 675 2514
E. enquiry@kngs.co.uk
W. www.kngs.co.uk

Headteacher Mrs Nicola Raggett GLCM (Hons)

- It is your responsibility to ensure that your child arrives on time at the correct location and it is your responsibility to arrange and ensure their safe journey home and that the designated responsible adult should arrive in good time to meet them following the event to ensure safe collection by 10.45pm.
- You have previously agreed to your child receiving medication as instructed and any emergency dental, medical or surgical treatment, as considered necessary by the medical authorities present. Please note that information held by the school that relates to your child's medical history can be shared with 3rd parties in an emergency situation, e.g. health care professionals.
- You have previously confirmed that all medical information and contact details obtained through the Data Returns regarding your child are accurate and up to date. Please provide updates on any new or recent medical conditions that the school should be made aware of or changes to contact details during the event through the SIMS Parent App.

This event is always a truly memorable event and we look forward to celebrating your child's journey and achievements at KNGS. If you have any further questions, please contact Mrs Dyson, Pastoral Administrator.

Yours sincerely,

Mrs Nicola Raggett

Headteacher

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