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Headteacher: Ms Sofia Darr NPQH MEd Bed

23rd May 2018

Dear Parent/Carer

Year 11 Graduation Evening – Friday 22nd June 2018

We will be holding an end of Year 11 Graduation Evening for Rockwood students to celebrate their journey at the academy. The event is by invitation only. The venue for the graduation evening is:

The Crystal Plaza Conference and Banqueting Suites
96 Armoury Rd
Birmingham
B11 2PP

The evening will begin at **6.30pm to 10.30pm**, with the meal service at 8.00pm. There will be presentations followed by an opportunity for students to enjoy a three course meal and to socialise. Members of staff will be present at all times during the evening should students require anything. The venue has onsite security at all times.

The academy has subsidised the cost of the venue/food for the Graduation Evening. However, we do require students to pay **£5.00** towards the event. The expectation is students will make their own arrangements to and from the venue. However, the academy is willing to provide transportation to and from the venue should this be required at no additional cost. Please note the transport (minibus) will depart from the academy, promptly, to the venue at **6.00pm** and return at **10.30pm**. We are unable to wait for students who are late.

The dress code for the evening is formal (males is a suit or trousers and shirt; females is dresses or gowns). A very high standard of conduct is expected throughout the evening, unacceptable conduct will result in immediate removal from the premises by the security team or staff.

Graduation Evening is open to all Year 11 students who have met the academy's expectations throughout the year and an opportunity to celebrate their successes. However, the academy reserves the right to withdraw the invitation and refuse entrance to the event should any of the students not meet the academy expectations in terms of behaviour and standards. Should this be the case, a refund will not be issued as the payments have been made to the venue. The Senior Leadership Team's decision on the guest list is final.

Accidents can happen under almost any circumstances and we need to be properly prepared to deal with these. If your child has any medical condition, which might need special arrangements, please give us the necessary information on the consent form accompanying this letter. Staff will not be held responsible for any incidents caused by a student failing to follow teachers or the security team instructions. The academy takes no responsibility for any valuables or money students bring to the evening.

Please ensure all parts of the consent form below are completed. You will need to return the completed consent form with payment to main reception by **Friday 8th June 2018**. Please enclose the £5.00 in an envelope clearly marked with your child's name and tutor group.

If you would like any more information please do not hesitate to contact us.

Yours sincerely

Mr S Hussain
Assistant Headteacher

Mr M Dhillon
Senior Pastoral Manager

Year 11 Graduation Evening - Reply Slip
22nd June 2018

My son/daughter _____ Form: _____ will be attending the Year 11 Graduation Evening on ***Friday the 22nd of June 2018*** at the Crystal Plaza Conference and Banqueting Suites, 96 Armoury Rd, Birmingham B11 2PP.

- I enclose a deposit of £5.00
- I would like my child to use the transport provided by the academy for the event (leaving at 6.00pm and arriving back at 10.30pm) It is the responsibility of the parent/carer to pick up their child from the academy on return at 10.30pm.

Parent/Carer Signature

Parent/Carer Name

Date