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Headteacher: Ms Sofia Darr NPQH MEd Bed

22nd January 2019

Dear Parent/Carer

Year 11 Graduation Evening – Friday 5th July 2019

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 provisional venue for the Graduation Evening is: **National Motorcycle Museum, Coventry Road, Bickenhill, Solihull, B92 0EJ**. The evening will begin at **6.30pm to 9.30pm**; 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. 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 is an opportunity to celebrate their successes. 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, payments are non-refundable. The guest list will be finalised by the Senior Leadership Team's and their decision is final.

The expectation is students will make their own arrangements to and from the venue. However, the academy is willing to provide transportation at no additional cost to and from the venue-should this be required. Please note the transport (minibus) will depart from the academy, promptly to the venue at 5.15pm and depart from the venue at 9.30pm. The dress code for the evening is formalwear. Therefore, males are required to wear a suit or trousers and shirt; females are required dresses or gowns.

The academy has subsidised the cost of the venue/food for the Graduation Evening; therefore, students will **ONLY PAY £40.00** towards the event. To secure a place for your child, a security deposit is required by **Wednesday 30th January 2019**. The remaining balance of £25.00 can be paid in flexible instalments – please speak to Mr Dhillon or Mr M Khan to discuss this option. Please ensure all payments are placed in an envelope clearly marked with your child's name and tutor group. The full balance of the payment must be paid by **Friday 15th February 2019**. Please ensure the relevant sections of the consent form on the next page are completed.

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

Yours sincerely

Ms F Ayub
Director of Learning

Mr M Khan
Pastoral Manager

Year 11 Celebration Evening - Reply Slip
Friday 5th July 2019

My son/daughter _____ Form: _____

Only complete **Section A** if your child is attending **Year 11 Celebration Evening**. If not, complete **Section B**

Section A

- will be attending the Year 11 Celebration Evening on **Friday 5th July 2019**
- I enclose a deposit of £15.00
 - **Or**
- I enclose the full amount of £40.00

- I would like my child to use the transport provided by the academy for the event (leaving at 5.15pm and departing venue at 9.30pm). It is the responsibility of the parent/carer to pick up their child from the academy on return.

Medical Information – Please complete attached form

Parent/Carer Signature

Parent/Carer Name

Date