



King's Academy **Easthampstead Park**

It takes a whole community to raise a child.

9 October 2024

Dear Parents/Carers and Year 11 students

Year 11 Leavers' Prom – Wednesday 25th June 2025

To celebrate the end of GCSE courses and five years at KAEP I would like to invite all Year 11 students to the Leavers' Prom which will take place from 7pm to 11pm on Wednesday 25th June 2025 at Easthampstead Park Conference Centre, Peacock Lane, Wokingham, Bracknell, RG40 3DF.

The cost of the function will be £53.50 which includes admin and ParentPay fees. Also included in the cost of the ticket is a non-alcoholic drink on arrival, disco and finger buffet including vegetarian options. Further non-alcoholic drinks can be purchased from the bar on site. Students should aim to arrive at 7pm prompt to allow for photographs. The dress code is formal so students should wear smart attire.

The school is facilitating payments for the venue only; it is anticipated that there will be a Parent Prom Committee to organise decorations and any additional services which may be wished for, such as a photo booth.

All students are expected to be picked up from the site no later than 11:00pm. We ask that pick up is prompt to avoid students becoming upset at needing to wait around and become cold. We hope that all students understand that this event is a school function and the following code of conduct must be adhered to in order to ensure that everyone has a truly fantastic experience.

Students are not to bring any alcohol or illegal substances onto the premises and if it is suspected that they are inebriated on arrival, they will not be allowed entry into the Prom as this breaks the terms and conditions of the booking. Likewise, students are not allowed to smoke or vape on the site. They will also not be given permission to leave the site whilst under our care until the end of the evening when collections by adults are made.

By purchasing a ticket for the Prom you are agreeing to abide by the school expectations identified above. It is the responsibility of all students attending to ensure that they act with courtesy towards others: their peers, parent committee members, KAEP staff and the staff of Easthampstead Park Wokingham. If at any point a student's behaviour is deemed to be a concern, they will be escorted from the main event to reception where we will call you to pick them up early. I do not believe this will be the case but it is important that parents and students are fully aware of our expectations. The success of previous functions has been very much down to the good nature of all who wish to take part.

As this is a school event, we retain the right to revoke any tickets if, prior to the Prom, we find that a student's behaviour is unacceptable either inside or outside of school and would have a detrimental effect on the event. Should you have any queries at all concerning our expectations for the Prom please contact Miss Preston - AHT, or Ms O'Brien - Deputy Headteacher, before purchasing your ticket.

Please make payment via your ParentPay account; should you need to activate your account please contact trips@kqaeasthampstead.uk

The £53.50 has been set up in instalments allowing you to make payments as and when is convenient to you. However, payments to a total of £30 are due by 28th February 2025 with the final balance required no later than 16th May 2025 when we are required to confirm final numbers with the venue.

Yours sincerely

The Senior Leadership Team, KAEP



Ringmead, Bracknell, Berkshire, RG12 8FS

Tel: 01344 304567

e-mail: info@epschool.org