

Ref: HYA/JBA/RHe

19<sup>th</sup> January 2024

Dear Parent / Carer,

### Year 11 Prom 2024

We are pleased to share with you further details of our Year 11 Prom on Friday 5<sup>th</sup> July 2024 at Cave Castle. The Prom is a wonderful occasion and it is a really good opportunity for pupils to celebrate not only the end of all their hard work in Year 11 but it is an opportunity to say goodbyes as they look forward to the next steps in their education.

It is a real privilege to attend the Prom, this is a privilege that needs to be earned by everyone. Please see below the qualifying criteria for the Prom this year. We have made the criteria as simple and as straight forward as possible. It is expected every pupil should be able to meet the criteria over the next 12 weeks.

We refer to this period as the 'Passport to Prom' starting on Monday 22<sup>nd</sup> January 2024 and ending on Friday 3<sup>rd</sup> May 2024. This period spans 12 school weeks and a total of 59 school days taking into considering the training day on Friday 22<sup>nd</sup> March 2024.

The criteria pupils must fulfil are:

#### Attendance and Punctuality:

- To have a minimum of 95% attendance during the 'Passport to Prom' dates outlined above **or** to have a minimum of 95% attendance for the full academic year from 5<sup>th</sup> September 2023 to 3<sup>rd</sup> May 2024.
- Individual circumstances will be taken into consideration. Absences for medical appointments or bereavement will not count against your child's attendance.
- Pupils must not accumulate more than 2 'Lates on the Gate' over the 'Passport to Prom' time frame.

#### Behaviour and Reward Stamps:

- Pupils must use their planner to collect at least 50 stamps per week out of a possible 90 stamps available. Bonus stamps will be available for attending revision sessions and the 5 O'Clock Club.
- Pupils must demonstrate good behaviour. Pupils must not receive more than 10 detentions points. A Lunchtime Detention will hold the value of 1 point and an After School Detention will hold the value of 2 points. The average number of points accrued per Year 11 pupils in the 15 weeks of Term 1 was 2.9.

There are some actions and behaviours which will lead to immediate non-attendance at the prom:

- An external suspension.
- An extended period in internal suspension or multiple days in our RESET area.
- Bringing the reputation of the school into disrepute (including out of school incidents and on social media).

To ensure the process is fair and equitable to all pupils, everyone will be given a fresh start from Monday 22<sup>nd</sup> January 2024. Your child's form tutors will give regular updates so that your child is informed and knows what they need to do to guarantee their attendance to the prom.

We will be provided with a ticket price towards the end of the 12-week period and to help reduce this cost, there will be fundraising taking place over the next term which we encourage pupils to get involved in. Pupils can also cash-in their rewards stamps against the price of their prom ticket to help reduce the cost.

As a reward for those pupils who always give 100% to every aspect of school life, there will be three free tickets that can be won through three separate prize draws. To be entered into the three prize draws a pupil must, between the given dates:

- have 100% attendance.
- have 0 behaviour points.
- have earned on average 50 reward points.

We look forward to seeing your child at Cave Castle on Friday 5<sup>th</sup> July 2024. If you have any questions or queries about the process, please do not hesitate to contact either your child's tutor or Mrs Mulley (Year 11 Pastoral Leader).

Yours faithfully,



Mr J. Barton  
Deputy Headteacher



Mrs K. Carnell  
Head of Upper School