

Friday 24<sup>th</sup> May 2024

Dear Parent/Carer

**Re: Year 13 Graduation Ceremony and Sixth Form Prom Party – Thursday 4<sup>th</sup> July 2024**

Long before Mr Sunak made mention of a General Election on the same day, I had already planned to write to our Year 13 families this week and to cordially invite you all to the Year 13 Graduation Ceremony, and to share information on the arrangements for the Year 13 Prom Party - both of which are calendared to take place on Thursday 4th July 2024 (Election Day).

The event will be held at school, and the evening will be split into two separate but related parts as follows:

<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Family present:</b>
Part 1 5:00pm to 6:30pm	Year 13 Graduation Ceremony	Sports Hall	Yes
Part 2 7:00pm to 10:30pm	Year 13 Prom Party	Drama Theatre	No

- Attendance to the **Graduation Ceremony** is free of charge and is reserved for parents and carers of Year 13 students only, and for any parents and carers of a BTEC Level 2 Year 12 student who is finishing their school career with us this academic year (so not returning in September 2024).
- Attendance to the **Year 13 Prom Party** is reserved just for Year 13 students and the dress code is formal attire. Students will need to have purchased their £5.00 ticket in advance as tickets will not be available on the door and there will be a strict no ticket no entry policy in place on the night. Tickets can either be purchased from Ms Bazeley in the Sixth Form office or parents can purchase them via Parent Pay.

**Part 1: The Year 13 Graduation Ceremony, 5:00pm to 6:30pm**

The Year 13 Graduation Ceremony represents the closure of each student's school career and marks the start of their progression on to adult life. Its significance lies in the completion of the intensely *personal* as well as the *academic* challenge that is post-16 study. It rightly represents a very special occasion for students to celebrate their hard work, effort and commitment shown, in the presence of their families and peers.

Guest numbers are capped at two family members per student, although there is some capacity for a third guest where this is desirable. Any student requiring a space for a third guest must inform Ms Bazeley, Sixth Form Administrator, well in advance, so that we can monitor seating availability within the Sports Hall.

The Graduation Ceremony will consist of a mixture of speeches, musical performances and the award of graduation certificates to our current Year 13 students.

- **Parents and carers are required to be on-site by 4:45pm** (entering the site via the Main Gate on Chestnut Grove), and to be seated in the Sports Hall ready for a prompt start at 5:00pm.
- **FoCG will run a bar** before, and after, the Ceremony, so that parents may purchase refreshments.

At the conclusion of the formal Graduation Ceremony, there will be a thirty minute opportunity for families to pose for photos in front of the '*Class of 2024*' banner (to be located in front of the Sports Hall) and to mingle on the school's Green until we are ready to begin admitting the Year 13 students to their Prom Party in the Theatre. This will be the point at which we ask our families to depart the school site, leaving via the Boundaries Road exit.

### **Part B: The Sixth Form Prom Party, 7:00pm to 10:30pm**

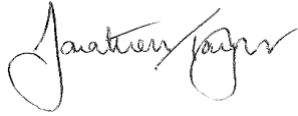
The Prom Committee, with the support of Ms Bazeley and Ms Mann, have worked hard to organise the Year 13 Prom Party and we very much hope that Year 13 students will attend and enjoy what promises to be a wonderful evening.

- The Sixth Form Prom Party will be held in the Drama Theatre from 7.00pm onwards. Non-alcoholic refreshments and a specially prepared buffet will be available for the students.
- A DJ, dance floor and selfie booth have been booked to capture their memories and to help them create new ones.
- Hired security and Chestnut Grove staff will oversee entry to the Prom Party and will be present throughout the evening to ensure the smooth running of the event.
- Any student appearing intoxicated (either by drink or substance misuse) will be refused admission. Once on-site, students must remain on-site at all times and if alcohol is seen it will be confiscated.
- The Prom Party will end at **10.30pm** and students will be dismissed via the Boundaries Road exit.

Chestnut Grove staff and private hired security will oversee departure from the school site, and Year 13 students will need to disperse into the local environment peacefully – respecting neighbouring property, the local community and following all staff instructions to leave quietly. Please also be mindful that the next day is a working day for academy staff, who must be allowed to get home at a reasonable hour. If you have any further queries or questions please don't hesitate to contact Ms Bazeley, Sixth Form Administrator, via email on [sixthform@chestnutgrove.org.uk](mailto:sixthform@chestnutgrove.org.uk) or telephone the Sixth Form Office on 020 8772 2558.

And finally, may I take this opportunity to thank all our families for working in close partnership with us to support our young adults as they close a chapter on their school days. I hope their next chapter brings them health, wealth, and above all, happiness.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jonathan Taylor'. The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Jonathan Taylor  
Deputy Headteacher  
Director of Sixth Form