



*together we aspire,  
we discover,  
we excel*

# Lordswood Girls' School

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Headteacher: Mrs. K Cooney, BSC (Hons), MA

16<sup>th</sup> June 2022

Dear Parent,

I hope that you and your family are well. As your daughter's Achievement Co-ordinator, I am writing to confirm logistical arrangements for the Year 11 Prom that will take place on Friday 24<sup>th</sup> June 2022 at the Birmingham Botanical Gardens, from 7pm to 11pm.

As mentioned in the initial letter sent out in March, the Botanical Gardens is an incredibly grand and exciting venue for a celebration of Lordswood's Class of 2022. Given the unprecedented challenges and disruption faced by students over the last couple of years, we are sure that the location and event will provide Year 11 with a fitting send-off: we are all looking forward to a positive, celebratory event, where our wonderful Year 11 students, and many of their teachers, can all be together for one last time.

## **Drop-off and car park guidance**

If you are dropping your daughter off, you can do so next to the Banqueting Suite entrance (clearly visible upon entry into the car park). When entering the car park, please use the space on the left-hand side to loop around and drop your daughter off next to the Banqueting Suite before leaving the car park. We would appreciate if you could do this in a timely and considerate manner in order to avoid a build-up of traffic and allow others to arrive promptly.

## **Spaces open to students**

Upon arrival, students will make their way to the Terrace Suite, where the Prom will take place. Students will also be allowed access to the outside terraced area, including the Glasshouse next to the Terrace Suite, but nothing beyond this. There will be barriers so that they cannot access the gardens. It is vital that all students adhere to these rules.

## **Behaviour**

As a school, we want this Prom to be a positive, celebratory event, a fitting end to your child's time at Lordswood Girls' School. Whilst we have high expectations of all of our students and no doubts that your daughter understands what is good, appropriate behaviour, it is important to point out that poor behaviour will result in parents being phoned and asked to collect students from the venue. We also reserve the right to prevent any students from attending this year's Prom if there are serious breaches of our codes of behaviour between now and the end of next week.

Members of teaching staff, on duty at the Prom, will carry out bag searches before students enter in order to make sure that no banned items (e.g. vape pens, alcohol, cigarettes, weapons, etc.) are brought into the venue. The Botanical Gardens would also like us to state that, if anything is damaged or broken, parents of the students responsible will be liable to pay for the damages. There will also be security guards on site who will conduct additional bag searches if they deem it necessary, or if anything suspicious happens.

If any individual arrives to the Prom under the influence of alcohol they will not be admitted to the event.

## **Food and drink**

As you will probably already be aware, a buffet will be provided in the Terrace Suite, with a wide range of foods available. The Gardens have already been made aware of allergies and dietary requirements, and food will be labelled as meat, vegetarian and halal options. Please remind your child to bring any inhalers/epipens etc, if required. There will be jugs of squash and water – free of charge – on each table, although soft drinks will be available for purchase at the Terrace Suite bar. Please note that they can accept card payments only – students will not be able to pay in cash.

## **Evacuation procedure**

In the unlikely event of a fire or other emergency, students must leave the Terrace Suite via the fire exit and congregate to register on the terraced area outside.

## **End of Prom arrangements**

As previously stated, the Prom ends at 11pm. Please ensure that your daughter is collected promptly at 11pm. (The *“Emergency Procedures when a child is not collected”* can be found in the “Policies” section of the school website).

I look forward to seeing your daughter at Prom and hope that she will have an enjoyable evening.  
Yours sincerely,



Mr N. Goetschel  
Achievement Co-ordinator for Years 10-11