

3 July 2020

Dear Parent/Carer,

I am writing to you in relation to this years' prom. As I am sure you will be aware we have tried our absolute best to try and provide a Prom event for current Y11 students.

After much deliberation we have made the very difficult decision to cancel the prom at the present time due to the on-going situation with COVID 19. As you will be aware this is something that is not within our control. The safety of our students and colleagues is paramount and therefore I'm sure you will appreciate the difficult decision that has had to be reached.

It has been agreed that all parents/carers will receive a full refund and we will be in touch with you in due course about how this money will be refunded.

Whilst we would very much like to be able to organise a prom at a later date, it would be wrong of us to promise this at the current time.

Please accept my sincere apologies and do not hesitate to contact me or one of the team to discuss this further.

Yours Faithfully,

Mr F Kazi  
Head of Year 11

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