

Principal: Mark Woodhouse

Brandon Road  
Swaffham  
Norfolk  
PE37 7DZ

T: 01760 721480 E: [office@tnha.org.uk](mailto:office@tnha.org.uk) <http://tnha.org.uk/>



4<sup>th</sup> June 2021

Dear Parents/Carers

**RE: YEAR 11 PROM**

In recent weeks I have had communication from a number of you who justifiably are keen to know whether the Leavers' Prom for the Class of 2021 will go ahead. During this time I have been unable to provide a solid answer and want to take this opportunity to thank you for your patience and understanding. I have been liaising closely with Lynford Hall and the required agencies for the event with regards to how to keep all attendees safe and healthy, which is of course our primary concern.

I have now had confirmation of the measures that will be put in place for the event and so am extremely happy to confirm that, as long as Government guidance does not change prior to the date and the proposed easing of restrictions planned for the 21<sup>st</sup> June 2021 continues at pace, **the prom will go ahead on the 16<sup>th</sup> July 2021.**

Our main priority remains the health and wellbeing of all members of the community and I am mindful that many students and you, their parents/carers, and other family members will have concerns about such an event. As such, I would like to detail the steps that Lynford Hall and I have agreed in order to keep all attendees safe along with a reminder of how to purchase a ticket for the prom and some further reminders on the event details.

**Safety measures:** On the day of the event, we ask that all students complete a lateral flow test. Lateral flow tests can be ordered directly from the NHS for free alternatively we can provide them so that they can be collected from the academy in advance of the day. As you normally would, please report this completed lateral flow test to Public Health England.

We reserve the right to refuse entry to any attendee whom has tested positive, or whom has been identified as a close contact or someone who has. We hope that this will not have to happen and that all who wish to attend may, but if an attendee does test positive for COVID19, we ask that they do not attend the event. In order to secure the safety and health of all attendees and the staff at Lynford Hall, security has been laid on for the event and may refuse entry to such persons.

On the night, the previous plan was to provide a buffet meal for students, with the option to buy additional soft drinks at an extra cost. This has been adapted in that it will be the same food options, but will be individually served to attendees on their individual plates, so as to avoid cross-contact between them.

Throughout the evening, Lynford Hall will be providing hand sanitiser and sanitising stations around the venue, both at entrance and exit and in various locations that attendees may use freely to keep their hands clean.

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Determined to be...

'the best that we can be'

 @TeamNHA

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Although this will not be enforced (pending current Government guidance), all attendees are welcome to wear a face mask both inside and outside if they wish, colourful or matching masks are also accepted and could even be a welcome addition to their formal attire.

At the beginning of the evening it is often been the case that parents/carers/friends come to see the Year 11s arrive in their formal attire and transportation. It is an opportunity for our Year 11 students to show their individuality and therefore an integral part of the event. I am keen to continue this and so am meeting with the events manager at Lynford Hall closer to the event to look at options for facilitating social distancing outside the venue. It is likely that we will ask all visitors to keep their distance of at least 1 metre from others at this time, which will allow us to still welcome visitors to the site at the onset of the event.

After the event, if an attendee should later test positive for COVID19, we ask that TNHA are informed by calling the main office phone on 01760 721480 and informing us as soon as possible so that we may make all other attendees aware.

I wish to make clear that this guidance is subject to review and may be updated based on the national restrictions and guidance in place at the time of the prom.

**How to purchase a ticket:** Tickets are £28 and are available to the parents/carers of Year 11 students on School Money. There is an option to pay a deposit of £5 and then the remaining £23. Please ensure both are paid to satisfy the full amount by the deadline of the 25<sup>th</sup> June 2021. Please note that we are unable to accept payment after this date and this will result in your child not being able to attend the event.

**Reminders about the event:** If the event is not permitted to go ahead due to a change in Government guidance or a reversal in the easing of restrictions, Lynford Hall and TNHA will do all possible to accommodate the prom in an alternative manner, however if this is not possible then the event will reluctantly be cancelled and all ticket money, including deposit, will be refunded. Unfortunately TNHA or Lynford Hall cannot be liable for the cost of any other expenses bought for the prom such as clothing or transport so please be mindful of this when purchasing such items.

The prom is a formal event, one where students get the opportunity to celebrate the hard work and determination they have put in to their futures over the last 5 years. As such, students should dress in formal attire and withhold the highest standard of good conduct.

Students are asked to arrive between 7 and 7:30pm; it is requested that they are picked up at 11pm when the event will finish.

Included in the cost of the ticket is the hire of the venue, food, DJ, introductory drink, security for the venue and professional photography.

On the evening students will be asked to write down their personal email address on a sign in sheet, we will then ensure that all photos taken by our photographer are uploaded to a Google Drive that all students are invited to access for free, a welcome alternative to paid photography which often incurs an additional cost.

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Finally, your child's ticket is dependent on good behaviour, dedication to progress and attendance whilst at school. We reserve the right to refuse entry to any student not meeting these requirements, but this will always be discussed with you in advance.

If you have any questions or concerns, please contact via email: [Spencer.Nash@tnha.org.uk](mailto:Spencer.Nash@tnha.org.uk)

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Nash'.

**Mr. S. Nash**  
**Head of Key Stage 4**