



**Code of Conduct Information – Year 11 Leavers' Prom 2024**  
**Wednesday 19th June – 7pm**

10 May 2024

Dear Parents/Carers

We are looking forward to welcoming Year 11 students to the Year 11 Leavers Prom. After five years of school life at Cardinal Newman, this is a fantastic opportunity for our students to spend a final evening together, sharing memories and reflecting on their time at the school.

In order to ensure that students have the best possible experience, please review our expected Code of Conduct and complete the form, please click on this link to view:

<https://forms.office.com/e/UK594iTu1t>

The Year 11 Leavers' Prom is an organised school activity, and it is necessary that all students conduct themselves in an appropriate manner at all times. It is an opportunity for students to come together to enjoy and celebrate the end of their exams, and in some cases their time at Cardinal Newman School, in style.

It is the responsibility of **all** students to adhere to the Code of Conduct at **all** times for their own enjoyment and safety as well as that of others.

The following behaviour will not be tolerated and will result in students being removed from the prom and parents/carers will be contacted to collect:

- **Failure to follow instructions from school or hotel staff**
- **Purchase, possession or consumption of alcohol, drugs or tobacco/cigarettes (*before or during the Leavers' Prom*)**
- **Disorderly or violent conduct**
- **Disregard or damage to the property or possessions of others**

Please discuss the Code of Conduct and the school's expectations for behaviour during this event with your child.

Students attending the prom **MUST** sign the Code of Conduct agreement. Parents/carers must also sign the Code of Conduct via the link above.

If parents have any issues accessing the electronic link, please complete the attached form and hand back to Main Reception by Thursday 6 June 2024. The Code of Conduct **MUST** be completed by all parents or carers of students attending the prom. Students will not be permitted entry without the form being completed.

Please contact Ms Oakman or Ms Goodwin if you have any queries.

Yours faithfully

**Ms H Oakman**  
**Head of Year**

**Ms M Goodwin**  
**Deputy Headteacher**



## Required Information

Parents/Carers, please complete the form below, if you cannot access the electronic link

<b>QUESTION</b>	
Please provide the full name of the student attending the prom.	
Please provide the primary name and emergency contact number for the evening.	
Please provide the secondary name and emergency contact number for the evening.	
Please indicate any medical conditions that we should be aware of, for the student attending the prom.	
There is no pedestrian access to or from the venue. Please indicate how your child will be collected at the end of the evening, e.g. by car, taxi etc.	
Please provide the name, contact number and relationship to the student, of the person collecting your child from the prom.	
Please indicate that you have read and understood the Code of Conduct and that you will make arrangements to collect your child, should they be in breach of it.	
Please provide the name of the parent/carer completing this form.	

**STUDENTS SHOULD HAND IN THEIR COMPLETED CODE OF CONDUCT PRIOR TO ATTENDING THE EVENT**

### PARENTAL CONSENT & CODE OF CONDUCT CONTRACT: Year 11 Leavers' Prom – Wednesday 19<sup>th</sup> June 2024

STUDENT NAME ..... TUTOR GROUP .....

My son/daughter (named above) understands the Code of Conduct for the Year 11 Leavers' Prom and I am aware that should he/she be in breach of this at any time during the event, I will accept whatever action is deemed necessary and will either collect or arrange collection of my son/daughter at my own expense.

Arrangements made for leaving the prom are: .....

Signed (parent/carer) ..... Date .....

Signed (student) ..... Date .....

Contact phone number for a parent/carer on the night of the Leavers' Prom .....

**Please return to main reception by 6<sup>th</sup> June 2024**