



**Outwood Academy Kirkby**  
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Friday 23rd May 2025

Dear Parent / Carer

**Re: Year 11 Prom at Eastwood Hall – Wednesday 25th June 2025**

We are thrilled to announce that 50 students have already secured their spots for this year's Year 11 Prom, which will be held at the elegant Eastwood Hall on Wednesday, 25th June 2025. This memorable evening marks a significant milestone for students as they celebrate the successful completion of their GCSE examinations and bid farewell to their time at Outwood Academy Kirkby. Additionally, we are pleased to confirm that 22 staff members will be attending to supervise and celebrate alongside the students.

To make the necessary arrangements for this special event, we kindly ask for your permission for your son or daughter to attend. The evening will include a delightful buffet featuring a variety of options, and we would like to ensure that we can accommodate any dietary requirements your child may have. In addition, we would be grateful if you could confirm your child's **travel arrangements to and from Eastwood Hall**, so we can ensure a safe and well-organised evening for all involved.

To confirm your child's attendance, please complete the reply slip attached to the back of this letter and return it to Mr Morrin by Friday, June 6th, 2025.

**Prom Details:**

**Date:** Wednesday, 25th June 2025  
**Venue:** Eastwood Hall, Mansfield Rd, Eastwood, Nottingham NG16 3SS  
**Time:** 6:00 PM – 11:00 PM

We anticipate an evening filled with laughter, dancing, and cherished memories as students come together to celebrate their achievements. Your support in facilitating this event means a great deal to us!

If you have any further questions or need additional information, please do not hesitate to contact Mr Morrin at [j.morrin@kirkby.outwood.com](mailto:j.morrin@kirkby.outwood.com).

Thank you for your continued support.

Yours faithfully,

Mr J Morrin  
Assistant Principal



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**Prom Attendance and Information Form**

**Student Name:** \_\_\_\_\_

**Parent/Carer Name:** \_\_\_\_\_

- I give permission for my son/daughter to attend the Year 11 Prom at Eastwood Hall on 25th June 2025.
- I do not give permission for my son/daughter to attend the Year 11 Prom.

**Dietary Requirements / Allergies (if any):**

\_\_\_\_\_  
\_\_\_\_\_

**Travel Arrangements (please tick):**

- My child will be dropped off and picked up by a parent/carers
- My child will travel with another student/family (please specify): \_\_\_\_\_
- My child will make their own way to and from the venue
- Other (please specify): \_\_\_\_\_

**Emergency Contact Name & Number:**

\_\_\_\_\_  
\_\_\_\_\_

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_\_