



# HITCHIN GIRLS' SCHOOL

Highbury Road, Hitchin, Hertfordshire SG4 9RS

01462 621300

admin@hgs.herts.sch.uk

www.hgs.herts.sch.uk

Headteacher: Mr J. E. Crowther



Ref: 176

09 March 2026

Dear Parents/Carers,

This year's Year 11 Prom will be held on Tuesday 30th June at Offley Place. The event will start at 7pm and finish at 11.00pm.

## **Cost and capacity**

The ticket cost is £62 per person payable via Parentpay.

If you are in receipt of Pupil Premium funding, you can apply for support to meet this cost using this [form](#). If you are not in receipt of Pupil Premium funding but are currently experiencing financial difficulties please contact [finance@hgs.herts.sch.uk](mailto:finance@hgs.herts.sch.uk) and one of our team will be in contact to discuss what support we can offer.

The venue has a capacity of over 200 which means that there is space for all Year 11s should they wish to attend and meet the requirements to do so. Included in the price will be the venue costs, security, food buffet, one soft drink (iced water will be provided free of charge throughout the evening) and a disco. This is a no-alcohol event and anything found on students (including smoking/vape equipment) will result in their immediate removal. Bag checks will be done upon entry to the venue. Parents/carers will be contacted and required to collect their child from the venue.

## **Eligibility**

*Criteria 1 - Behaviour for Learning record*

*Criteria 2 - Attendance record*

*Criteria 3 - Engagement with our Steps to Success Programme/Completion of NEA work*

As explained in the letter sent out back in November, students must meet the criteria outlined above to be eligible to attend Prom. *Passport to Prom* is designed to help keep their focus on the things that will really help them achieve their very best in their GCSEs.

If your child has not yet met Criteria 1 or Criteria 2 there is still time to improve and meet both of these criteria.

For Criteria 3 - the first element was to *attend a minimum of four revision sessions by Friday 13 February*. Students must attend a minimum of another 4 revision sessions by the Easter break.

From today, all potentially eligible students are able to purchase a ticket reservation for Prom. Families wishing to purchase a Prom ticket reservation have until **Friday 27 March 2026** to do so.

Please note that at this stage you are purchasing a reservation only and all Passport to Prom criteria must be met before the reservation is transferred to a Prom ticket.

After the final review point on Friday 08 May 2026 any student who has failed to meet the Passport to Prom criteria would be informed on Friday 22 May 2026 and their reservation will be withdrawn with payment refunded.



*Should a student be suspended (C6 consequence) at any point up to and including the 30th June they will automatically not be allowed to attend Prom; if this is after purchasing a reservation - a refund will not be available.*

### **Potential 'plus ones'**

After Easter, depending on uptake by HGS students, we may be in a position to open up to 'plus one' guests. Please note that this will be a limited opportunity and available to students from Year 11 at Hitchin Boys' School only. HGS students that purchase a guest ticket will be required to enter the venue with their guest and are responsible for them throughout the evening - they must therefore be well known to the HGS student. We will be seeking further information about guests at a later date and are working with colleagues at HBS to ensure that any plus one guests are also meeting Behaviour for Learning expectations. All students will be required to show ID at the door on the evening (school smart card for HGS students, photo of passport or alike for HBS students).

### **Other information**

Once ticket reservations are purchased, we will be asking for details of any dietary/health requirements along with emergency contact details for every young person attending.

If your child has successfully completed their Passport to Prom, their ticket reservation will become a Prom ticket which they will receive on Founders' Day (Friday 26 June 2026). Please note, tickets must be collected in person by your child.

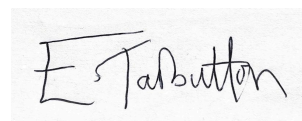
This is an external event and although some Hitchin Girls' School staff will be present to enjoy the evening with the students and support with supervision, the venue is responsible for security of the event and we are asking all parents/carers to be responsible for how their young person and their chosen guests (if applicable) arrive at Prom.

### **Leavers Hoodies and Yearbook**

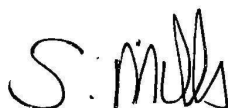
To mark this important milestone, there will also be an opportunity for students who wish to do so to purchase a Leavers Hoodie (£24) and a copy of the Year 11 Yearbook (£17.50). Details of both of these opportunities will be shared via your child's form Google Classroom over the coming weeks.

If you have any questions please do not hesitate to contact the school via [admin@hgs.herts.sch.uk](mailto:admin@hgs.herts.sch.uk).

Yours faithfully,



Mrs B Tarbutton  
Head of Year 11



Mrs S Mills  
Assistant Headteacher