



# BENFIELD SCHOOL

PRIDE IN PERFORMANCE

Headteacher: Mr Richard Carr



Dear Parent / Carer

## RE: Updated information in relation to Benfield School Year 11 and 13 Leaver's Celebration

Following the Prime Minister's announcement, in which he addressed a delay to us moving out of COVID-19 restrictions, I am now writing to provide you with an update about the changes we have been forced to make to our planned Prom on the 8<sup>th</sup> July, for students in Year 11 and 13.

Firstly, I would like to assure you that the event will still be taking place. As we had always planned for the event to take place on the school site, the Benfield School current COVID-19 Risk assessment document, already includes many mitigating procedures to reduce the risk to everyone on site. We already have in place arrangements for procedures such as social distancing (1m), use of PPE and arrangements for gatherings of individual student bubbles.

Following a review of our plans in response to new guidance, we are informing you of the following changes:

- The event will start at 6.30pm and end at 9.45pm; Students must be off site by 10.00pm.
- Students will arrive and leave via the Cherrywood Gate entrance, Benfield Road.
- Strict social distancing must be adhered to at all times (1m between students and 2m between students and staff in attendance).
- The event will continue to take place in the main dining hall which has suitable ventilation.
- Students will be able to access the outside area at the front of school (Cherrywood) where socially distanced photography can take place.
- Students will be able to enjoy a meal whilst being seated at tables where they will need to conform to social distancing (8 students per table).
- Unfortunately, due to newly updated government guidance we are now unable to allow loud music and dancing at the event. A DJ will still be present to play students' choice of background music.

We regret that we are unable to provide an event which will allow us to stage a 'normal' prom but we are pleased that we can continue to offer an event for our students safely on the school premises. Myself and the staff at Benfield feel it is very important to allow students the opportunity to celebrate this key leaving point of their time here at the school and wish them well for the future.

Yours sincerely

Richard Carr  
Headteacher

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