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Our Ref: AW/JWi

16 April 2025

Dear Parents and Carers,

Year 13 Tapton School Leavers' Party

I am delighted to inform you that the Year 13 Tapton School Leavers' Party has been arranged for Wednesday 25th June 2025 from 6pm to 10pm at Victoria, 1 Rowland Street, Neepsend, Sheffield, S3 8DE.

Purchasing Tickets

Admission will be by ticket only. The cost of a ticket is £30 which covers the cost of the venue, DJ and food. Payment is due by Friday 2nd May and should be made using the ParentPay system or via a Barcode letter if requested. Please email finance@taptonschool.co.uk if you require a barcode letter. If your child is unable to attend due to financial hardship, please contact the school to discuss what support may be available. This should be done well in advance of the payment due date.

For safeguarding and risk assessment requirements admission will be carefully monitored by staff against our list of attendees. For this reason, the deadline of Friday 2nd May is a non-negotiable one. For the reasons stated we will not extend it, and it is the responsibility of students to ensure they have completed the following link [Y13 Leaving Party](#) and that payment is made by this date.

Expectations Prior to the Leavers' Party

As we enter the final weeks of Year 13 we will continue to closely monitor attendance, punctuality and behaviour in school prior to the start of national exams. From receipt of this letter, which we will share on MCAS, Satchel One, via parent and carer emails and place on the school website, any student who receives a suspension, is involved in a significant behaviour incident and/or receives 25 or more negative behaviour points will not be able to attend the party. This message will also be shared with students in assembly and in form time.

Expectations During the Leavers' Party

Please note that alcohol will be served at the venue but there will be a strict ID policy. Smoking and vaping will be permitted in the gated courtyard only. The venue has requested students take care when accessing The Chapel facilities as access is gained to this area using a concrete staircase. Students will be supervised by members of the Senior Leadership Team throughout the evening, and the venue will also have their own security staff in attendance. Should any students arrive at the

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venue under the influence of alcohol and/or illegal substances or proceed to cause a disturbance during the evening, parents and carers will be contacted and required to collect their child immediately. Victoria is a fully licensed venue, and they do not allow the consumption of customers own alcohol on the premises; in this event it will be immediately confiscated, and it will be down to the discretion of Victoria management if that person can remain in the building. Victoria management reserve the right to stop serving any guest who they believe has become too inebriated. They also reserve the right to remove any guest from the building if deemed appropriate. All staff decisions are final.

In this instance, tickets will be non-refundable. The venue also has a zero-tolerance drugs policy, and any guests suspected of breaking this will be ejected straight away and police will be informed immediately. Members of the Senior Leadership Team will have access to parent and carer contact details on the evening, please ensure that you are contactable and, in a position, to collect your child immediately if required.

Please be aware that Victoria has CCTV in operation and Victoria holds no responsibility for the loss or damage of any property or personal belongings before, after and during the event. Furthermore, students will be liable for any damages or costs to the building that occur on the evening.

Please note access is not permitted to the venue before 6pm.

Dietary Requirements

If your child has any dietary requirements, it is their responsibility to share this information on the online reply slip. Provision will be made at the venue but due to the grazing style pizza menu it will be up to the individual to select food in accordance with their dietary requirements on the evening. Whilst Victoria will take every care to avoid adding allergens to any dish relating to a request, potential allergens will certainly have been used previously in their kitchen. Victoria cannot guarantee any of their suppliers will not have added potential allergenic ingredients, or that they operate in kitchens free from all allergenic ingredients.

There is no formal dress code for the event.

Taxis and Pick-Ups

At the end of the evening, if parents and carers are arranging for taxis to collect their child, please could these be pre-booked to pick up from Victoria from 9.30pm and no later than 10pm. Taxis can also be ordered from the venue.

This is a wonderful opportunity for students to reunite and celebrate their time at Tapton and we thank you in advance for your support in ensuring that this will be a memorable evening for them.

We will assume that you will be happy for school to contact you with details of the event nearer the time. It is essential that we have up to date mobile phone numbers for this purpose. If for GDPR purposes you do not give permission for this, please contact us in advance.

Yours faithfully



A G Wright

Head of Sixth Form