

22 June 2026

Dear Families and Students

Year 13 Prom: Please read carefully!

The countdown is officially on. As we approach the end of your time with us, we are so excited to celebrate all your hard work and achievements at the upcoming Prom. To make sure everything runs smoothly and everyone has an amazing night, please take a few minutes to read through some final details and important reminders.

The Essentials

Date: Thursday 25 June, 2026

Time: 6pm to 11pm

Venue: Salomons Estate, Broomhill Rd, Tunbridge Wells, TN3 0TG

Dress code: Smart, this is your time to dress up, feel great and celebrate in style.

Travel Arrangements

Regarding travel arrangements, please note that you are responsible for making your own way to and from the venue. For the journey home, the collection details you provided on your consent form must be followed. If these have changed, please email ks5contact@sackvilleschool.org.uk to update your arrangements. If you are planning on booking a taxi home, you must finalise this booking in advance. Reliable taxis can be tough to get late at night, and because staff must remain at the venue until every student has been safely collected, we ask that you ensure your ride home is prompt.

What to bring and ID requirements

Only students aged 18 may purchase alcohol from the bar (using cash or card); you must bring an official photo ID, such as a driving licence or passport. The venue's security and bar staff will be checking IDs strictly, and if you cannot produce any, you will not be served alcohol regardless of your age. Additionally, please be aware that large rucksacks or oversized bags will not be permitted into the main bar or dining area. These will be stored near the venue entrance.

Venue security and entry policies

As part of our event package, the venue provides professional door security to ensure everyone's safety. Students will not be admitted to the Prom if they have been drinking alcohol beforehand or if they attempt to arrive with their own drinks. Bags will be routinely searched at the door. Any illegal behaviour, such as the use of illegal substances, will be dealt with immediately by the security team in liaison with our event leader, Ms Porter.

Behaviour and expectations

Ultimately, the Prom is a fun, social occasion and a wonderful way to say goodbye. However, please remember that students are representing the school for the final time, and we expect the highest standards of conduct. While we fully recognise that 18 year olds are legally allowed to drink alcohol, we expect this to be done in moderation and in a way that does not detract from anyone else's enjoyment of the evening. In the unlikely event of any unacceptable behaviour, students will be asked to leave the venue, and families will be contacted immediately to come and collect them.

Prom might mark the end of an era, but it's not the end of our connection. We are proud of everything this year group has achieved, and we want to stay in touch as you take your next steps. Please fill out this quick [Google Form](#) with your personal email address so we can keep you in the loop with alumni news and say hello down the line.

Let's make this a brilliant, safe, and memorable night for all the right reasons. We cannot wait to see you all dressed up and ready to celebrate. If you have any urgent questions before the night, feel free to email the Sixth Form office: ks5contact@sackvilleschool.org.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ms Porter', written in a cursive style.

Ms Porter

Head of Sixth Form