



Millthorpe  
School

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**Principal: Mrs Kavina Rothenburg**

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**Millthorpe School**  
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**22 May 2025**

Dear parent/carers,

Thank you for all of your support over the last 5 years and in particular in recent months as your child has embarked upon their GCSEs. We have been really impressed with our Year 11 students and hope that they achieve the results that their efforts deserve come August. Your support with this has been enormously appreciated.

We promised to communicate plans for the Leavers Assembly and Prom Breakfast so please see below.

### **Leavers Assembly & Prom Breakfast - Tuesday 24th June**

Students should arrive at the rear entrance to school only (via Philadelphia Terrace, off Albemarle Road) at 9am. Please encourage your child to be punctual, but not early! We can only allow them onto site once the rest of the school are in morning registration. Students will then go directly from the rear gate into the Main Hall for the Leavers Assembly & Prom Breakfast.

Students are encouraged to attend the Leavers Assembly and Prom Breakfast in their Prom outfit. Prom is a once-in-a-lifetime event, and continuing the experience by showing up in the same outfit makes the event memorable and marks this milestone moment in your child's life. Keeping the attire carries that magic a little longer and celebrates the joy and effort everyone put into the night.

However, whilst we would really like to see the students in their finery again, this is not compulsory.

Students should also bring an old white school shirt and marker pens/sharpies, to get their shirt signed after the assembly in time-honoured tradition.

We would like to ask that all students consider donating any pre-loved uniform, ties, PE kits etc that are in good or better condition to our very popular Eco Laundry. It doesn't have to be immaculate, as our wonderful Eco Laundry staff can wash it if needed, though it would be amazing if you wouldn't mind washing it first if possible?! We will have donation points ready for students to drop these items off before the assembly. Also, if your child has any revision guides or resources that they would also like to donate to other students, please ask them to bring these along.

Students will be able to choose from a selection of breakfast items before taking their seats for the Leavers Assembly in the Main Hall. Thank you to all of you who have sent in photos and videos to include in the assembly.

After the assembly, students will be able to take any final photos and get their shirts signed before departing by 11am. We will need all students to have left the school site by 11am as staff will need to supervise the rest of the school during their break time which begins at 11.15am. All students must leave via the rear gate and will not be able to wander through school as this could disrupt teaching and learning. If students have any cards etc for staff that they have not yet passed on, these will be collected by staff who are present and passed on for them.

Yours faithfully,

Mr A Baybutt  
Assistant Principal