



Maths &  
Computing



ST CRISPIN'S – A SPECIALIST SCHOOL IN MATHS, COMPUTING & LEADERSHIP



Excellence for all

5<sup>th</sup> October 2012

*SJO/JS*

Dear Parents / Guardians

**YEAR 9 TEAM BUILDING WEEKEND  
21ST JUNE TO 23RD JUNE 2013**

Following the success of last year's Year 8 Team Building Weekend, I would like to invite Year 9 students to participate again in a similar weekend next June. This is an opportunity for students to work together across tutor groups, and a chance for staff to work more closely with students. This letter outlines the preliminary arrangements.

The weekend will be held at the Whitemoor Lakes Action Centre near Lichfield in Staffordshire. This is a brand new centre which offers a range of water sports, outdoor and indoor activities. We will travel by coach, departing on Friday 21<sup>st</sup> June and returning on Sunday 23<sup>rd</sup> June.

Payment Procedures - We ask you to use the on-line payment system to pay for this particular Trip/activity if possible.

If you have an online account, please proceed as normal.

If you have not previously created an online account please email [onlinepayments@st-crispins.wokingham.sch.uk](mailto:onlinepayments@st-crispins.wokingham.sch.uk) to request a Pupil Link Code and a list of instructions.

If you choose to pay by cheque please ensure that the student's name, form and the name of the Trip/Activity are clearly written on the back of the cheque, which should be made payable to '*St Crispin's School*'.

If paying by cash it must be in a sealed envelope with the students name, form, amount enclosed, Trip/Activity clearly written on the outside.

This trip is an optional visit and the school asks that the payment is made as a voluntary contribution to cover the cost. In the event that we are unable to cover the costs the trip may have to be cancelled. If you are experiencing difficulty in paying for this visit a written request for support should be submitted to the school office. In the event that the visit is oversubscribed names will be drawn from a hat from all those that have replied by the deadline. Parents are responsible for the prompt collection/return home of students after the visit.

Please be aware that your emergency contact details are uploaded to a password protected website so that a member of the Senior Leadership Team or Local Authority can access information in the event of an emergency. These details include only names and telephone numbers submitted on your Broadmoor form. If you do not want your details stored in this way please notify the school.

During the weekend, students will have the opportunity to take part in a selection of activities, and make new friends within the year group. Fully trained and qualified staff will supervise all activities. There will be a ratio of 1 adult to 10 students. Details of the activities will be finalised once the number of students is known.

The cost of the weekend will be approximately £170, to include accommodation, meals, coach hire, activities and insurance. There are 120 places available. In order to secure your child's place on this weekend, a £50 non-refundable deposit must be returned **directly to me by Wednesday 24<sup>th</sup> October**. Should numbers exceed 120 then a draw will be made and a waiting list established. Late applicants will be added to the end of the waiting list. The balance will be payable in two instalments each of £60, to be paid by **Friday 1<sup>st</sup> February and Friday 26<sup>th</sup> April 2013** respectively. If you are experiencing financial difficulties but would still like your child to attend, please contact me directly.

If you would like your child to take part in this weekend, please complete and return the reply slip below.

Yours sincerely

Mrs S Jones  
Director of Achievement and Well-being Year 9

**To: Mrs S Jones, Director of Achievement and Well-being Year 9**  
**Re: Year 9 Teambuilding, 21<sup>st</sup> – 23<sup>rd</sup> June 2013**

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Emergency Telephone Number for day of visit: \_\_\_\_\_

On date of visit will your child be requiring any medication? If so, please give details.

\_\_\_\_\_  
*(please include EpiPen, Asthma Inhaler, etc.)*

Any other medical condition which may affect your child's performance/safety on this activity.

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Family Doctor's Name and Telephone Number for emergency purposes only:

\_\_\_\_\_  
I agree to staff on the visit/activity giving permission for my child to have any medical treatment that the medical authorities think necessary. I undertake to inform the school of any changes in my child's fitness prior to departure. I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.

Does your child have any specific dietary requirements. \_\_\_\_\_

\_\_\_\_\_  
I would like to reserve a place for my child on the Year 9 Team-Building Weekend, 21<sup>st</sup> – 23<sup>rd</sup> June 2013.

Please tick method of payment:-

I have paid by Credit/Debit Card

I enclose a cheque payable to "St Crispin's School" for £50 with the student's name, form and year and Year 9 Team-building on the reverse.

I enclose cash £50 in a sealed envelope with student's name, form and year and Year 9 Team-building on the outside.

Signed (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_