



Maths &
Computing



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



Excellence for all

CRE/FK

1st March 2013

Dear Parents/Carers,

You may be aware that your son/daughter has been invited to attend the Thames Valley UCAS Higher Education Conference at Reading University's Whiteknights Campus on Tuesday March 26th 2013.

Reading University hosts this conference yearly and it is organised by Connexions Thames Valley in association with UCAS, the University of Reading, the University of West London and the Higher Education Liaison Officers Association. Students from St Crispin's have been privileged to attend this event in the past and their feedback has been positive. Students will benefit from viewing exhibits from over 120 Higher Education institutions and professional organisations. During the afternoon, fifty subject specific presentations will be given and your son/daughter has already selected the three most relevant for him/her to attend.

Attendance at the conference is free of charge but due to poor accessibility of the university, the school will provide transport which will cost £5.55 per student. The payment deadline for the trip is Friday, 15th March 2013. Please could you also complete and return the attached medical form by Friday, 15th March 2013.

On the day, coaches will be leaving St Crispin's at 09.00 a.m. so students need to be at school by 08.45 a.m. in order to be registered. It is estimated the coaches should return to St Crispin's by 15.45 p.m. Students should bring a packed lunch and the day will be non-uniform.

I hope that this will be a rewarding opportunity for the students and thank you for your support with their involvement.

Yours faithfully

Miss Carly Riddle
Director of Achievement and Wellbeing Year 12

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 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.

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To: Miss C Riddle, Director of Achievement and Well-Being Year 12

Thames Valley UCAS Higher Education Conference: Reading University's Whiteknights Campus: Tues. 26 March 2013

Student: _____ Tutor Group: _____

Emergency Telephone Number for day of visit: _____

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

(please include Epipen, Asthma Inhaler, etc.)

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

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

I agree to staff on the visit/activity giving permission for my son/daughter to have any medical treatment that the medical authorities think necessary. I undertake to inform the school of any changes in my son/daughter's fitness prior to departure. I have ensured, as far as I reasonably can, that my son/daughter understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed. I understand parents are responsible for the prompt collection/return home of students after the visit'. Please tick method of payment:-

- I have paid by Credit/Debit Card
- I enclose a cheque payable to "St Crispin's School" for £5.55 with the student's name, form and year and Thames Valley UCAS Higher Education Conference on the reverse.
- I enclose cash £5.55 in a sealed envelope with student's name, form and year and Thames Valley UCAS Higher Education Conference on the outside.

Signed (Parent/Carer): _____ Date: _____