



Dear Parents/Carers

The History Department has arranged a visit for Year 8 students to the **Portsmouth Historic Dockyard** on **Thursday 9th May 2013**. This trip is open to all students studying History. We would encourage your son daughter to attend as the trip forms an important part of the curriculum. Those students not attending will do a programme of activities at school.

Situated in a working naval base, Portsmouth Historic Dockyard is home to HMS Victory, HMS Warrior (1860) and will soon be opening a new museum focussed on the Mary Rose. Students will get to explore and learn about these ships, take a harbour tour and, as one of many hands-on sessions offered at the site, simulate taking off in a helicopter and flying into battle. The Dockyard offers the chance to learn about the past, present and future roles of the Royal Navy and its impact on the history of this island.

We will be leaving school at **8.00 am** and, depending on the traffic, we should return to school by **6.15pm**. Students normally travelling by school bus will have to make alternative arrangements. Students must wear full school uniform including their school shoes. They should bring a warm, waterproof jacket in case of rain and will need a bag for their lunch, drink, pens, pencils and other possessions. A small amount of money might be needed for souvenirs, museum postcards and booklets. Normal school rules will apply throughout the day.

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.

We ask for a voluntary contribution of **£27.00** that covers transport, entry fee and insurance. If your child is in receipt of free school meals then you may be entitled to some assistance toward the cost of the trip. Where this is the case please contact the school bursar. All cheques should be made payable to St. Crispin's School and marked clearly on the reverse with the students name and 'History: Portsmouth Historic Dockyard'. The deadline for payments is **Friday 19th April**. Unfortunately we will be unable to accept payments after this date.

If you have any questions about the visit, please feel free to contact me at the school.

Yours faithfully

Mr E Goodall



To: Mr E Goodall, History Department

Re: Year 8 Visit to Portsmouth Historic Dockyard, Thursday 9th May 2013

Student: _____ Tutor Group _____

Emergency 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 impact upon your child's safety/performance 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'.

I would like to reserve a place on the 9th May, 2013 visit to Portsmouth Historic Dockyard.

Please tick method of payment:-

I have paid by Credit/Debit Card

I enclose a cheque payable to "St Crispin's School" for £27.00 with the student's name and form, with "History: Portsmouth Historic Dockyard" written on the reverse.

I enclose cash £27.00 in a sealed envelope with student's name, form "History: Portsmouth Historic Dockyard" trip on the outside.

Signed (Parent/Carer): _____ Date: _____