



21st May 2013
CRE/JS

Dear Parents/Carers

On Wednesday, June 26th Trips Day, we will be taking the whole of year 12 to Bristol University's open day. We hope that this will prove a beneficial day that allows all students to inform themselves about a Russell Group University and progress in their plans for life after sixth form. The students will have the opportunity to attend a welcome session; visit an exhibition, where they can learn about the student support services available; and attend subject sessions, where they can find out about specific courses.

Students need to visit the following website and make their own individual welcome session and subject session bookings: <https://www.bris.ac.uk/opendays/bookyourplace/>. In the box entitled 'School Parties', which is beneath the 'Welcome Sessions' heading, students must enter the St Crispin's code: 14805. In order to avoid disappointment, students should sign up for subject sessions as soon as possible. I will be monitoring the bookings made and ask students to make their bookings by **Friday 7th June 2013**.

In order to familiarise themselves with the sessions on offer and aid the booking process, I would advise all students to visit: <<http://www.bris.ac.uk/opendays/>> and <<http://www.bris.ac.uk/opendays/plan/>>.

Attendance at the open day is free of charge but the school will provide transport which will cost £11.50 per student. The payment deadline for the trip is **Friday 7th June 2013**. Please could you also complete and return the attached medical form by **Friday 7th June 2013**.

On the day, coaches will be leaving St Crispin's at 08.00am so students need to be at school by 07.45am in order to be registered. It is estimated the coaches should return to St Crispin's by 17.00 pm. The day will be a non-uniform day but I would encourage students to wear comfortable footwear. Students will also need to bring a packed lunch or money to buy their own refreshments from the university's catering outlets.

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, Head of Year 12**

Re: **Visit to Bristol University Open Day, Wednesday, 26th June 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'.

I would like to reserve a place for my son/daughter to the Bristol University Open Day. 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 £11.50 with the student's name, form and year and Trip to Bristol University on the reverse.
- I enclose cash £11.50 in a sealed envelope with student's name, form and year and Trip to Bristol University on the outside.

Signed (Parent/Carer): _____

Date: _____