

St Crispin's School

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17th September, 2018

SBA/sh

Dear Parents/Carers,

A trip has been arranged on Tuesday, 16th October for Years 10, 12 and 13 Photography students. We will be walking to the Serpentine/Kensington Gardens for a practical workshop in the morning and viewing an exhibition at the Victoria & Albert Museum during the day.

The cost is £15.50 per student which covers entrance fees, coach travel and insurance. Students should bring their own camera (if they own one) and their memory card. **Please ensure cameras are fully charged for the day.** They will need a packed lunch and may wear smart/casual clothes for this trip.

We shall leave the school at 8.30 a.m. and aim to return by 4.00 p.m. Please complete the consent form and emergency/medical slip by clicking on the link below. Please ensure the school is aware of any changes to your son/daughter's parental contact details and/or medical conditions.

Payments should be made by Friday 28th September.

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObmk5_082HfFHu3JDN05LcaFUM0UyNFVDOTkwRjVBQ0E2NDFYVIIDS0dOQS4u

Yours faithfully,

Mrs S Barnby
Art Department



Payment Procedures – We ask you to use the on-line payment system to pay for this particular trip/activity if possible. Payments can be made online by debit or credit card. However, we would be very grateful if you could use a debit card as the school is charged a higher fee for payments by credit card. If you have an online account, please proceed as normal. If you have not previously created an online account please email onlinepayments@crispins.co.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 payment to **'St Crispin's School'**. If paying by cash it must be in a sealed envelope with the student's 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. The school's policy for charging for school activities, including trips, can be found [here](#).

Please note that 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.

