

# St Crispin's School

Headteacher Ms Ginny Rhodes  
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18<sup>th</sup> September 2018

**ARU/SH**

Dear Parents/Carers

A trip has been arranged on Thursday, 11<sup>th</sup> October for Years 10, 12 and 13 art students to the Tate Britain in London to support their coursework. Part of the day will be used as a practical workshop for students. There will be a cost of £15 per student. Students will be travelling by coach and will require a packed lunch and something to write with.

We shall leave the school at 8.30am and return at approximately 3.30pm. Casual clothes can be worn to ensure students are comfortable and warm during the practical workshops.

Please ensure the school is aware of any changes to your son/daughter's parental contact details and/or medical conditions.

Please return the consent form to the school office by **Friday, 28<sup>th</sup> September, 2018.**

Yours faithfully

**Mrs A Rutilli**  
**Art and Design Department**

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)



**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](mailto: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.

**To: Mrs A Rutilli, Art and Design Department**

**Re: Year 10, 12 and 13 trip to the Tate Britain**

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'.

Does your son/daughter have any specific dietary requirements?

\_\_\_\_\_

\_\_\_\_\_

I would like to reserve a place for my son/daughter on the Years 10, 12 and 13 trip to the Tate Britain on Thursday 11<sup>th</sup> October, 2018. 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 £15 with the student's name, form and year and Trip to on the reverse.
- I enclose cash £15 in a sealed envelope with student's name, form and year and Trip to on the outside.

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