

St Crispin's School

Headteacher Ms Ginny Rhodes
London Road, Wokingham, Berkshire, RG40 1SS

Telephone: 0118 9781144
E-mail: contact@crispins.co.uk Web: www.crispins.co.uk



ESO/SH

2nd November 2018

Dear Parent/Carer,

BTEC Applied Science visit to the University of Reading on 21/11/18

I am writing to inform you that a visit to the University of Reading has been organised for 21/11/18. This visit is to attend an advanced microscopy workshop to support the students understanding of this area. During the visit, the students will be undertaking the following activities: a workshop on microscopy and a tour of the campus. There is no cost for this visit.

Please find below a summary of the details of this visit.

Date and timings	21/11/18 10.00-12.30 Students to meet in the school playground 5 minutes before leaving.
Location(s)	University of Reading, Whiteknights campus, Pepper Lane RG6 6AX
Cost of trip and booking deadline	No cost
Travel arrangements	School minibus
Supervision arrangements	Students will be supervised throughout.
Dress for the visit	Normal sixth form dress
Equipment needed for the visit	Pencil case and paper
Contact number during visit	01189 781144
Food/drink needed for the visit	Bring a packed lunch
Spending money	N/A

We ask all students on educational visits to follow the instructions of the visit leaders and to behave in a way which keeps them safe, is considerate of others and which represents our school well. If we have concerns about a student's behaviour we reserve the right to not take them on the visit. Please note that parents are responsible for the prompt collection/return home of students after the visit.

Please complete the EV2 permission slip via the online form by clicking on the link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObbmK5_082HfFu3JDN05LcaFUQIlaNDRPVzhLR1owNTM2Q1VUU1ZXME5WUj4u

There are only 14 spaces on this trip and so places will be allocated on a first come, first served basis. Please ensure the school is aware of any changes to your son/daughter's parental contact details and/or medical conditions. Please do not hesitate to contact me via the school office if you have any questions regarding this visit.

Yours faithfully,

Dr Emily Sonnex

Teacher of Science

Payment Procedures – We ask you to use the on-line payment system to pay for this particular educational visit/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 visit / 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, visit/activity clearly written on the outside.

This educational visit 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 raise sufficient funds the visit 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 using contact@crispins.co.uk . Please note that students in receipt of the Pupil Premium Grant are eligible for financial support of 50% for most visits. The school's policy for charging for school activities, including visits, can be found [here](#).

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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