

St Crispin's School

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SHA/FK

8th November, 2018

Dear Parents/Carers,

Year 7 Team Building Weekend 21st June to 23rd June 2019

I would like to invite Year 7 students to participate in a teambuilding weekend next June. This is an opportunity for tutor groups to work together and a chance for staff to work more closely with students. This letter outlines the preliminary arrangements.

The weekend will be held at **Whitemoor Lakes, Lichfield**. We will travel by coach, departing on Friday 21st June and returning on Sunday 23rd June.

During the weekend, students will have the opportunity to take part in activities such as: canoeing, climbing, high ropes, abseiling/zip wire, a challenge course, archery and wide games. Fully trained and qualified staff will supervise all activities. There will be a ratio of 1 adult to 10 students. A final list of confirmed activities will be circulated once the number of students is known.

The cost of the weekend will be approximately £215, but may vary depending on how many places are filled. The cost includes all accommodation, meals, coach hire, activities and insurance. There are 120 places available. In order to secure your son/daughter's place on this weekend, we require a £43 non-refundable deposit and a completed consent form for your son/daughter. ***These must be returned by Friday 1st February, 2019.***

To complete the consent form please click on the link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObbmK5_082HfFHu3JDN05LcaFUMjdHOTdLNBFOExJR1ZCT05KM0dPNzgyTi4u

Should numbers exceed 120 then a draw will be made and a waiting list established. Late applicants will be added to the end of the waiting list. The balance will be payable in four instalments, to be paid in March, April, May and June, and amounts confirmed once numbers have been finalised.

During the visit, members of staff may take photographs of students. These photographs could be used for supplying evidence of work completed by students as part of their coursework or to celebrate the activities students have taken part in. Photographs may in turn be used by the school on social media or its own website. Students will always be asked for their consent to take a photograph at the time.

Please do not hesitate to contact me should you have any questions related to this.

Yours faithfully,

Mr S Hatton
Head of Year 7

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.

