

St Crispin's School

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KW/FK

14th November, 2018

Dear Parent/Carer,

Drama and Music visit to see 'Waitress' the musical in London on Tuesday 12th February 2019

I am writing to inform you that a visit to see 'Waitress the Musical' in London has been organised for Tuesday 12th February. This visit is to see this exciting new musical as it transitions from Broadway to the West End. As this is an optional visit, we ask parents/carers to make a voluntary contribution of £37.00 to cover the costs. Details of payment methods and financial support are set out at the end of this letter. Please note that monies paid are not refundable.

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

Date and timings	Tuesday 12 th February 2019 5pm – 11pm approx
Location(s)	The Adelphi Theatre, London
Cost of trip and booking deadline	£37 Booking deadline Friday 11 th January
Travel arrangements	Hired Coach
Supervision arrangements	Students will be accompanied by members of staff
Dress for the visit	Non-uniform, smart casual
Equipment needed for the visit	N/A
Contact number during visit	07742 967894
Food/drink needed for the visit	Students are encouraged to have dinner before the trip. Refreshments can be purchased at the theatre.
Spending money	Students have the option to purchase programmes and refreshments at the theatre. Approx. £10

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 [here](#).

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

These can be updated via the INSIGHT parent portal.

Please do not hesitate to contact me via the school office if you have any questions regarding this visit.

Yours faithfully,

Mrs Kate West
Head of Drama

Photographs during visits – 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.

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](#).

Emergency contact details – 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.

