

St Crispin's School

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EC/JBA/SH

3rd January 2019

Dear Parent/Carer,

The Art Department visit to Tate Modern Gallery on Tuesday 26th February 2019

I am writing to inform you that a visit to Tate Modern has been organised for **Tuesday 26th February**. This visit is for the students to conduct primary research for their exam preparation studies in the Gallery. During the visit, the students will have entrance to the specialist exhibition of Bonnard's work and will be sketching and analysing a range of artwork and taking photographs.

As this is an optional visit, we ask parents/carers to make a voluntary contribution of **£23** to cover the costs for the coach travel and exhibition entrance. 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 26 th February 2019 Meet in A2 for 08:20 for coach leaving school at 08:30 And return by 15:30
Location(s)	Tate Modern Art Gallery, London
Cost of trip and booking deadline	Coach and entrance to exhibition will be £23 Payment and permission slips to be returned by Friday 1st February 2019
Travel arrangements	Coach
Supervision arrangements	Supervised by staff (independent gallery work in small groups with regular meet up points).
Dress for the visit	Smart casual
Equipment needed for the visit	Camera, drawing pencils, coloured pencils for studies in the gallery.
Contact number during visit	School office : 01189781144
Food/drink needed for the visit	A packed lunch will be required
Spending money	optional

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 hyperlink below.

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObbmK5_082HfFHu3JDn05LcaFUQTlyMjQ3TUVIRUI4OFNUSUdUMFdVRE1GUy4u

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,

Miss E Conniford

Art and Technology Teacher

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.

