

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



NWL/FK

13th February, 2019

Dear Parents/Carers,

Due to unforeseen circumstances we need to change the date of the Spring Concert. It will now be held at **7.00 p.m on Wednesday 20th March**. If you have already made a payment, your reserved place will automatically be transferred to the new date unless you request otherwise. Please accept my sincere apologies for any inconvenience caused. All other arrangements remain as detailed below:

Packed with performances from soloists and ensembles from across the school, the evening is set to culminate in an exciting preview of this year's summer production: **We Will Rock You**. Book early to Ga-Ga-guarantee a seat; Adults £5/Concessions £3.

If you would like to attend the Spring Concert, **please complete the online form in order for your name to be added to the guest list** and also make a payment online or via student services. Please note that, once payment has been made, a ticket will not be issued. Students who are performing in the concert do not need to pay. All proceeds from the concert will go towards the provision of music equipment and resources for the school.

Please click [here](#) to add your name to the guest list.

If you are visiting the school and need support with gaining access to the building, please contact us in advance and we will ensure that your entry to the premises is smooth and trouble-free.

I very much hope you are able to join us for this exciting and wide-ranging showcase of student talent.

Yours faithfully,

Ms. Rhodes
Headteacher



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.