

St Crispin's School

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MSA/SH

13th September 2021

Dear Parent/Carer,

Year 7 Religious Studies visit to Guildford Cathedral and Slough Mosque on Thursday 7th October 2021

I am writing to inform you that a visit to Guildford Cathedral and Slough Mosque has been organised for Thursday 7th October 2021. The visit will enrich students' study of the Religious Studies curriculum as well as providing them with an opportunity to visit these culturally significant buildings. During the visit, the students will be undertaking the following activities: guided tours of places of worship, informative talks and question and answer sessions. As this is an optional visit, we ask parents/carers to make a voluntary contribution of £18 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	Thursday 7 th October 2021, meet at school at 8:20am for a prompt 8:30am departure. Return time is approximately 5:00pm – this time is dependent on traffic.
Location(s)	Guildford Cathedral, Stag Hill. Guildford, Surrey, GU2 7UP Jamia Masjid & Islamic Centre, 83 Stoke Poges Lane, Slough, Berkshire, SL1 3NY
Cost of trip and booking deadline	£18 with deadline for payment as Friday 24 th September 2021
Travel arrangements	Students will travel by coach
Supervision arrangements	Students will be supervised by adults throughout the trip.
Dress for the visit	Students should wear full school uniform. Please be aware students will be asked to remove their shoes at the Mosque.
Equipment needed for the visit	No equipment needed.
Contact number during visit	01189 781144 (St. Crispin's School)
Food/drink needed for the visit	Packed lunch required. There will not be an opportunity to purchase food or drink on this trip.
Spending money	No spending money required. There will not be an opportunity for students to purchase anything on this trip.

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.

If you would like to reserve a place on this trip for your son/daughter, please pay the deposit and give your consent by using the online payments system– [please click here](#). If you have not yet registered on Tucasi, please contact the school office for your activation code.

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

Miss M Salter

Acting Head of Religious Studies

Photographs during visits – During the visit, members of staff may take photographs of students.

The purpose of taking these photographs could be to supply evidence of work completed by students as part of their coursework or/and to celebrate the activities students have taken part in.

Photography and video may be shared on our school website, The Circle Trust website, in school displays, internal/external presentation and publications, newsletters and social media (Twitter, Facebook, Instagram), both for St. Crispin's and The Circle Trust.

Photographs and video will be stored on St. Crispin's Secure Network/files.

Please note:

- Displays in school are generally viewed by staff, pupils, parents, guardians and other visitors to the school.
- Printed publications are available to anyone.
- Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school.
- Social Media can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from Social Media, images and information can no longer be controlled by the school.
- Videos may be used on our websites. Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school.

Where your son/daughter is over 13 years of age, we recommend that you discuss this with them, as they may be able to decide how their data may be used in certain circumstances.

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.

