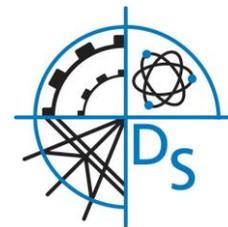


Denefield School

Enabling potential, expecting the best

Long Lane, Tilehurst, Reading, RG31 6XY
www.denefield.org.uk Tel: 0118 9413458

Headteacher: Mrs L A Hillyard BEd (Hons) NPQH



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16 January 2018

Dear Parent/Carer

UK University and Apprenticeship Fair, Emirates Stadium – Friday 2 March 2018

Subject to there being sufficient funds to cover the cost, we are planning to offer students the opportunity to attend the UK University and Apprenticeship Fair.

UK University Search will be hosting a higher education fair at the Emirates Stadium, on Friday 2 March. This is the perfect way for students to choose which university or apprenticeship is right for them.

This exciting and informative event will provide attendees with the opportunity to speak to a multitude of universities including the University of Oxford, Russell Group, redbrick and modern institutions. Students will also be able to talk to some of the UK's best apprenticeship providers, in sectors such as finance, engineering, media and retail, as well as HE colleges, specialist institutions, and student related organisations. 120 exhibitors will be featured in three large halls one of which overlooks Arsenal's pitch.

The following seminars will be available for students to attend.

- 10.15 – 10.45 Student Finance – includes loans, scholarship and bursary information
- 10.50 – 11.20 Higher and Degree Apprenticeships
- 11.25 – 11.50 Oxbridge Applications – seminar by the University of Oxford
- 11.55 – 12.25 UCAS personal statement and application advice
- 12.30 – 12.55 Why take an apprenticeship?
- 13.00 – 13.25 Russell Group University Seminar
- 13.30 – 14.00 Life at University – inspirational talk about benefits of a university education

The suggested voluntary contribution for this visit is £11.00. Students will travel by coach to the stadium, leaving Denefield at 7.00am and returning to school by 5.00pm. Lunch will not be provided so students should bring a packed lunch or purchase items from the student catering facilities available at the stadium. All students must attend in business dress, participate in the activities and authorise Denefield staff to take photographs on the day to be used in promotional materials.

There are 50 student places available for this visit which will be allocated on a **first come, first served** basis. If you would like your son/daughter to take part, please complete the attached parental consent and medical form and return it to Main Reception by 11.00am on Tuesday 23 January. **Do not include payment at this stage.**

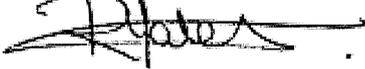
Payment: Where possible, payments should be made via Tucasi, the school's online payment system. If you have not yet set up your account please contact reception to obtain your login details. We will contact you by Wednesday 24 January to confirm that your child has secured a place on the visit and ask you to make your electronic payment of £11.00 by midnight on Tuesday 30 January. Alternatively if you wish to make your payment by cheque or cash, this should be submitted by Tuesday 30 January to the Finance Office; cheques should be made payable to Denefield School.

If your child registers for the visit and is then unable to attend, for whatever reason, we will be unable to refund the cost to you after the school has taken the decision to proceed with the arrangements. The deadline for withdrawal is Tuesday 30 January.

If you require any further information please contact me via the school telephone number or by email: rya@denefield.org.uk

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Yates', with a long horizontal flourish extending to the right.

Miss R Yates
Data and Intervention Manager for Sixth Form.



Making payments for school visits

Paying in money for school visits:

1. Electronic payments can be made via the Tucasi online payment system accessed through the school website. If you require your access details to be re-sent please contact the Finance Office.
2. Students may pay in cheques or cash to the finance office. The office is open at break and lunchtimes every day (10.40am – 11.00am, 1.00pm – 1.40pm). Payments cannot be accepted outside these times.

Cheques should be made payable to 'Denefield School' and the student's name, tutor group and title of the visit should be written on the back of the cheque.

Alternatively parents/carers may send cheques via the post. Envelopes should be addressed to:

The Finance Office (visits)
Denefield School
Long Lane
Tilehurst
Reading
RG31 6XY

Receipts will be issued to students for all payments received.

Student conduct on field trips/school visits

Students are expected to behave appropriately and within the guidelines laid down by the responsible member(s) of staff. The staff are acting *in loco parentis* and impose clear and fair rules upon the students in order to achieve a safe environment for all.

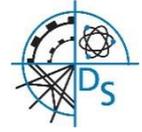
Students must:

- obey any rules or instructions given by staff and act in a careful and responsible manner
- follow any safety procedures explained to them
- report to members of staff at the required times. If students are to be allowed to spend some time without direct supervision by staff, then the time period will be short and students will check in at a regular time and place. Older students may be allowed a longer interval between reporting times. All students will be made aware of where and when to report.
- on a residential visit, be in bed at a specified time depending on their age. All students will be expected to be in their own rooms and quiet by a specified time.
- behave in a way that does not disturb other people. This may require quiet, sensible behaviour when stipulated.
- behave in a way that does not endanger themselves or any others.

We politely request that disturbance for our neighbours is minimised when parents/carers are dropping off or picking up students outside of core school hours.

Denefield School

Parental consent and medical form (off-site activities)



To the Parent/Carer

Please find attached to this form information regarding an off-site activity, which is planned from this school. Would you please examine that information and, if you wish your child to attend, complete, sign and return the top copy of this form to the person in charge of the activity as soon as possible.

Student name: _____ Tutor group: _____
NHS number: (if known) _____ Date of birth: _____
Address: _____

Telephone numbers at which parents/carers can be contacted in case of emergencies:

Is your child currently undergoing medical treatment? If so please give details:

Please give details of any medical conditions that might possibly affect your child's performance or safety on this activity:

Please give family doctor's name and address: _____

Does your child have any special dietary needs/food allergies? _____

Statement

I acknowledge receipt of the information regarding the proposed visit/activity stated below:

UK University and Apprenticeship Fair, Emirates Stadium – Friday 2 March 2018

and consent to my child, named above, participating. I am willing to make the suggested contribution of £11.00, as per the payment methods overleaf.

My intended method of payment is: Cash/cheque Online

- I agree to members of staff giving permission for my child to receive appropriate medical treatment in an emergency.
- I also agree to members of Denefield staff and staff from UK University Search taking photographs to be used in future promotional material.
- I undertake to inform the teacher in charge of the activity in the event of any changes in my child's fitness prior to the date of departure.
- I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed. I have read through the information overleaf and my child agrees to abide by the code of conduct described. The legal liability of the School Governors, the Headteacher and staff throughout the school visit will be exactly the same as it is when my child is at school.

Signed: _____ Date: _____

Please indicate relationship to child: _____