



7 March 2017

Dear Parents/Carers

Year 12 UCAS Higher Education Convention - Monday 27 March 2017

I am writing to give you details of this year's UCAS Higher Education Convention for Year 12 students being held at the Excel, London Docklands, E16 1XL. In order to help our students to research the numerous higher education opportunities and to assess whether this is the right option for them, we are planning to take all of our Year 12 students, including Sports Academy, to this event where there will be a number of institutions and professional organisations represented. Students will have the opportunity to talk to admissions tutors, students, apprenticeship providers and members of the armed forces, who can provide information and advice on their future choice of course, institution of study and career options. Seminars will be running during the day, on topics such as 'Applying through UCAS', 'Student Life' and 'Finance'.

We will travel to London by coach, leaving at 9:00am, after morning registration. The trip will be led by myself, and other staff members, and the Sports Academy will also be supporting on the trip. The students will choose the stands they visit once inside the complex and will be instructed not to leave it. We aim to be back on school site by 3.15pm.

We encourage full participation on this trip, and to confirm your child's place, we ask for a payment of £7.00 to cover costs of this event. Please make payment via our on-line e-payment system, with your existing sQuid account through the new sQuid portal (<https://portal.squidcard.com/>). You will be able to do this from today (closing date is Friday 17 March 2017). Please return the attached permission slip to the Finance Office, confirming payment has been made.

Please do not hesitate to contact me if you have any queries regarding this trip via email to enquiries@coxgreen.com.

Yours sincerely

Mrs McKay
Information, Advice and Guidance Counsellor

Please note:

- *Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*
- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*
- *If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.*

PERMISSION SLIP

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Student's Name: _____ Tutor Group: _____
(please print)

- I would like my child to attend the Year 12 UCAS Higher Higher Education Convention on Monday 27 March
- I have paid £7 via my child's sQuid account
- My child's 2016/17 Offsite Activity Form (OA4) has been returned to school and is up to date.

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return your permission slip to the Finance Office by Friday 17 March 2017.

Failure to return this permission slip, may result in your child not being able to attend this trip.

