



29 January 2019

Dear Parents/Carers

**Year 12 UCAS Higher Education Convention – Monday 25 March 2019**

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 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 and minibus, leaving Cox Green School at 9.00am, after morning registration. The trip will be led by myself, with other staff members who will also be supporting on the trip. 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. I am happy for students to wear appropriate smart casual clothes to the event. Students should provide their own packed lunch on the day, or bring money for lunch and snacks, as the Excel has a number of food outlets on-site.

**Please note: we expect full participation by every Year 12 student on this trip as the exhibition showcases and highlights a broad range of future pathways, including apprenticeships and employment, as well as universities. All students have received an email with instructions to register for the event and it is vital that students have registered before the event in order to secure easy admittance.**

The cost of this event is £7 per student and to book your child's place, we ask you to please make payment via our on-line e-payment system, with your existing sQuid account. You will be able to do this from today (closing date is 10pm on Thursday 14 February 2019). **Please return the attached permission slip directly to the Finance Office, confirming payment has been made.**

We will be using emergency contact details supplied on your child's 2018/19 OA4 Form (Off-Site Activities Form). Please ensure this has been completed and returned to school.

Please do not hesitate to contact me if you have any questions or queries regarding this trip via email to [c.luurtsema@coxgreen.com](mailto:c.luurtsema@coxgreen.com).

Yours sincerely

Carole Luurtsema  
Sixth Form Mentor

**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.
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.

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**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 25 March 2019
- I have paid £7 via my child's sQuid account
- My child's 2018/19 Offsite Activity Form (OA4) has been returned to school and is up to date
- My child has completed the on-line registration for this event (please refer to Mrs Luurtsema's email to all students for registration instructions)

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please return your permission slip directly to the Finance Office by Thursday 14 February 2019.**

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