1 March 2019

Dear Parents and Carers

**UCAS Exhibition Trip – Wednesday 13 March 2019**

We have come to the time of year where we encourage our students to start thinking about their plans after A Levels. In order to support your son/daughter with this, we have arranged a visit to a UCAS exhibition for all Year 12 students. This will take place on Wednesday 13 March at Brunel University in West London.

UCAS exhibitions are the only opportunity students have to explore a variety of post-18 options in one setting. They will get a chance to get talking with university admissions staff and subject specialists, find out what life's like on and off campus, and discover what else is on offer when exams are done and dusted - volunteer work, gap year adventures, and career opportunities. Students should have used UniFrog to investigate universities that they may be keen in looking at on the day.

To get a ticket for this event, each student has to register separately. Students will be emailed the guidance for this by the Sixth Form pastoral team. Registering in advance allows them to use a barcode on the day to share their details with organisations they may be interested in. Further information about the event can also be found at [www.ucas.com/exhibitions](http://www.ucas.com/exhibitions).

We will travel by coach from the School, leaving at 12.00pm. Students are expected to be in School at the usual time for registration and will have normal lessons from periods 1-3. We will return to School at approximately 3.30pm. Students will need to wear the normal Sixth Form dress code for this trip.

As previously mentioned in the letter that was issued for the Learn 2 Live event last year, the cost of this trip also incorporates the coach travel for the Learn 2 Live event at Watford Colosseum and the Phasels Wood Team Building Trip in September 2018, which all Year 12 students attended.

The combined travel costs of all three trips is £40. The majority of students have now paid this but there are still a number of students who are yet to pay. The trip can be paid through Scopay and should be paid by Friday 8 March.

Yours sincerely

Mr C Eley
Director of Learning, Sixth Form
To: Mr C Eley  
Re: UCAS Exhibition Trip – Wednesday 13 March 2019

Form & Teaching Group .................................................................

☐ Having read and understood the details of the visit as set out in the letter of 1 March 2019, I wish my son/daughter ................................................................. (Name in block capitals) to participate in the trip to ‘UCAS Exhibition Trip – Wednesday 13 March 2019’.

☐ I acknowledge the need for my son/daughter to behave responsibly and agree to the School’s procedures in this respect. Although the staff of the School escorting the party will exercise due care and attention, I understand they cannot necessarily be held responsible for any loss, damage or injury, which may befall my child named above during or as a consequence of the journey and visit. I understand that upon return to School my child will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ I understand that the School reserves the right to remove any student whose behaviour at School does not meet the standards required of all our students. In such cases any deposits paid will be non-refundable, and the full cost of the trip may be payable if a replacement cannot be found.

☐ I understand that I must notify the School office of any change in the medical condition of my son/daughter, and of any change to the Emergency contact numbers provided below.

Emergency Contact Number 1:................................................................

Emergency Contact Number 2:................................................................

Please tick against method of payment below:

Combined payment for these trips has already been made. ☐

Online payment: I am registered for the School internet payment facility and would like to make online payments. Please check back daily should the system not yet show this item. ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursar’s Office ☐

Cash payment: please hand in with this slip at the Bursars’ Office ☐

My email address is.............................................................................

Signed (Parent/Carer).................................................................

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.