1 February 2018

Dear Parents and Carers

**UCAS CONVENTION TRIP – WEDNESDAY 14 MARCH 2018**

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 14 March at Brunel University in 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 talk with university admissions staff and subject specialists, find out what life is like on and off campus, and discover what other provisions are available when exams are completed - volunteer work, gap year adventures, and career opportunities.

To get a ticket for this event, each student has to register separately. A briefing sheet is attached detailing how they can do this. 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 12.30pm. 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 follow the 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 on 15 September 2017, which all year 12 students attended.

The combined travel costs of both trips is £8.50.

Please complete and return the slip below to the Sixth Form Office by Friday 23 February 2018.

Yours sincerely

Mr C Eley
Head of 6th Form
To: Sixth Form Office, Rickmansworth School  
Re: UCAS Convention  

Name and Form .................................................................

☐ Having read and understood the details of the visit as set out in the letter of 1st February 2018, I wish my son/daughter .................................................................................................................................................................................................................................................................................................................. (Name in block capitals) to participate in the trip to the UCAS Convention.

☐ 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:

☐ 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 Sixth Form Office with this slip

☐ Cash payment: please hand in with this slip at the Sixth Form Office

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

Signed (Parent/Carer)........................................................................
Registering for your student ticket
UCAS Convention 2018

1. Go to www.ucas.com/exhibitions and find the event we are visiting. – West London 14th March 2018

2. Click on the 'Book now' button, followed by 'Join group booking', then 'I am a student'.

3. Enter the group booking reference UCASBKN29 and click 'Find'. Our group booking details will be displayed.

4. Continue completing the form until you see confirmation that your booking has been processed. You will receive an email with a link to your personal ticket, which you’ll need to either print or bring on your phone, to the event.