

Ref: PAE/MCG/UEA

15 February 2017



Dear Parent/Carer

Year 12 Trip to the University of East Anglia - Thursday 9 March 2017

We would like to offer the opportunity for Year 12 students to visit the University of East Anglia during the school day on **Thursday 9 March 2017**.

The day will consist of an introductory presentation by the University, together with a tour of the campus whilst speaking to some existing students. There will be a taster lecture along with an insight to student life, with an opportunity to ask questions. Students will need to **bring their own packed lunch** and although there is no specific dress code we ask that students are suitably dressed.

The arrangements are as follows:-

- Depart school: **Thursday 9 March 2017 - 7.30am (prompt)**
- Return school: **Thursday 9 March 2017 - 3.45pm (approx.)**

The College is able to meet some of the cost of this trip however we are asking for contributions of **£5.00** to help towards the cost of the transport.

There are 50 places available and these will be filled on a first-come, first-served basis. If there isn't sufficient support for this trip it may have to be cancelled. **Students not going on the trip will be expected to come into school as normal on this day.**

Please complete the enclosed reply slip and student code of conduct and return it to the Finance Office letterbox by **Friday 3 March 2017**.

We would encourage you to pay using the Wisepay online secure payment method. Please be aware that by using this method you are automatically giving permission for us to take your child off school premises and agreeing to the student code of conduct.

If paying by cash/cheque please complete the attached reply slip and student code of conduct and return together with payment. Cheques should be made payable to 'Hampton College' and have the cheque guarantee card number and card expiry date written clearly on the reverse.

Thank you for your continued support.

Yours sincerely

Mr P Edenbrow
Director of Sixth Form; Assistant Headteacher

Enc Head of School (Primary Phase): Paul Jones Head of School (Secondary Phase): John Gilligan
Executive Headteacher: Helen Price

Eagle Way, Hampton Vale, Peterborough, Cambs, PE7 8BF

T: 01733 246820 (Main Switchboard) T: 01733 246821 (Primary Phase) F: 01733 246823

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Hampton Academies Trust t/a Hampton College Company Reg No. 9129775 VAT Reg Number 204 0898 24



Please return this reply slip to the Finance Office letterbox, by no later than Friday 3 March 2017

Student Name: Tutor Group:

Activity: Year 12 Trip to the University of East Anglia - Thursday 9 March 2017

Signed (Student): Date:

Signed (Parent/Carer): Date:

Print Name (Parent/Carer):

Please place all completed documents in a sealed envelope and clearly mark with Student's Name, Form and: - 'University of East Anglia'

- Reply slip
- Signed student code of conduct
- Contribution - £5.00 (Cheques payable to Hampton College)

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HAMPTON COLLEGE

STUDENT CODE OF CONDUCT

Whilst on a trip or activity off the college premises your child is expected to set a good example and be an ambassador for **Hampton College**.

Itemised below is the code of conduct that your child is expected to follow.

1. Instructions of staff must be obeyed without delay at all times.
2. Students are not allowed to smoke.
3. Alcoholic drinks are prohibited.
4. Punctuality is essential.
5. Students are expected to be polite and well mannered at all times.
6. Students should be appropriately dressed and equipped for the activity being undertaken. Details will have been issued to students and parents prior to the visit. Student failure to comply may result in the student being withdrawn from the activity by the group organiser.
7. I accept that there is an element of risk involved in any visit but that the college will do all that it can to manage these risks in accordance with college policy.

Any serious breach of this discipline code could lead to the following:

- a) Withdrawal from activities for the offender(s)
- b) Parents/Carers to be contacted.
- c) In the most extreme cases if the group leader determines it necessary, your child may be sent home at the parent's/carer's expense. This may involve you collecting your child from the venue. The Headteacher will be consulted and parents contacted before this action is taken.
- d) Exclusion from participating in any future trips and visits.

Please complete and return the reply slip below.

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Activity: **Year 12 Trip to the University of East Anglia - Thursday 9 March 2017**

I fully understand the implications of the code of conduct and agree to comply with procedures.

Student Name: Form:

Signed (Parent/Carer): Date:

Signed (Student): Date: