

February 2023

Dear Parents/Carers

ESSEX UCAS Exhibition 2022, Wednesday 14th June 2023

I write to give details of our Year 12 visit to the Essex UCAS Exhibition on Wednesday 14th June 2023 at University of Essex – Colchester Campus. The aim of the day is to complement our in-house Higher Education programme, offering our students the opportunity to talk to representatives from Universities, colleges, apprenticeship providers and employers as well as to collect prospectuses and course leaflets. We also encourage our students to find out more about the subjects they are considering by attending seminars on various degree courses, and on topics such as applying for Higher Education, gap years, student life and student finance.

The details of the trip are as follows:

Students will need to print/download their own tickets – Visit UCAS Discovery Exhibition Essex 2023: Registration – Select “Join group booking reference” UCASBKN746343, and follow the instructions to complete individual registration.

Date: Wednesday 14th June 2023
Venue: University of Essex – Colchester Campus
Mode of Transport: Coach
Time of Departure: Please arrive at the bus bay at 10:00am for 10:15am departure
Time of Return: 3:00pm approximately
Dress: Non-uniform (as representatives of the school, appropriate clothing please)
Lunch: Packed lunch or money to purchase refreshments
Cost: £15.00 due by 01/04/23 (due to final numbers for purchasing tickets)

The trip will be covered by school insurance and accompanied by members of staff. This trip requires us to pre-purchase transport/tickets to obtain the best price. Therefore, we will not be able to offer a refund unless there are exceptional circumstances in the event of your child being unable to attend the trip.

ScoPay is now the preferred method of payment for all trips, visits and school activities. If you visit www.scopay.com you will see payment details. If you have mislaid your ScoPay login details please call Pupil Services. Should you still wish to pay by cash or cheque (cheques should be made payable to *Rayleigh Schools Trust*) and handed into Pupil Services. If you have any ScoPay queries regarding this trip, please contact Mrs A Twomey (atwomey@sweynepark.com). Consent forms to be handed into Pupil Services once payment has been made.

Any pupils who require medication must ensure that they bring this with them.

If there are any financial difficulties, please contact the Headteacher, Mrs Dines, in the strictest confidence. If you have any queries concerning the trip please contact me at the school.

Yours sincerely



Mrs Jenny Clements
UCAS/EPQ Co-ordinator

The Sweyne Park School

Expectations of Pupils during School Visits

At Sweyne Park School we are keen to offer pupils a wide and enjoyable experience and school visits can be a valuable part of this experience.

We believe that a school visit should aim:

- to promote the development of pupils and an appreciation of all that the environment can offer,
 - to help pupils to learn a sense of community, good fellowship and unselfishness,
 - to allow pupils to spend a planned visit safely, intelligently and happily,
 - to help pupils to gain in initiative, resourcefulness and self-reliance.
- have, and use, suitable equipment/kit when required (as specified prior to the visit), be fit to take part in the visit and inform staff of any specific medical conditions
 - report any injury, illness or incident immediately to a member of staff
 - have suitable funding for the purchase of food/drink, admission charges or incidental costs (as specified prior to the visit)
 - promptly follow the correct procedures in the case of an emergency (as explained by staff prior to and at the start of a visit).

During school visits staff make a considerable commitment to all the organisation and have responsibility for the pupils. It is, therefore, very important that we are confident that all our pupils will respond in a positive and appropriate manner when on any school visit. In order to ensure that all pupils and staff have a rewarding, enjoyable and safe visit we set out the following expectations.

Pupils are expected to:

- show respect to themselves, others and the environment at all times, (e.g. to be reliable, courteous and trustworthy and to respect local customs and traditions)
- behave in a way to ensure the safety of themselves and others at all times,
- follow instructions and guidance from staff and other people in authority, (e.g. guides, coach drivers, police etc)

Residential visits and trips abroad

During any residential visit and/or trip abroad staff have the heavy demands of taking parental responsibility for the pupils in addition to the routine organisation and supervision. Our expectations are particularly important on these visits and trips where it can be so difficult and costly for parents to come and collect any pupils who behave inappropriately. We have also added the following expectations.

Pupils are also expected to:

- take responsibility for their own passport/identity card, if required, when on a visit abroad
- take responsibility for any medical equipment or medications which may be needed (as agreed with staff prior to the visit).

Please ensure you feel that your son/daughter can meet our expectations before deciding to apply for a place on a residential visit so that all concerned will have a safe, enjoyable and rewarding experience.