

07/02/2019

Dear Parents,

Oxford and Cambridge Student Conference at Epsom Downs Racecourse
Wednesday, 27 March 2019

I am writing to inform you that the School has booked a limited number of places at this conference, for Year 12 students who have shown an interest in applying to Oxford or Cambridge.

We will be travelling by coach from School at 0745 and expect to return by 1715. We recommend that students bring a packed lunch on the day, although there will be a small number of commercial catering outlets at the venue. Dress code is smart-casual. The coach will depart promptly from Green Road (at the back of school) at 0745.

Within the terms of the School's policy on charging, I am writing to ask for your agreement to your son making the visit and to ask for a voluntary contribution of £17 for the trip, so that we can cover the costs incurred. No student will be prevented from taking part in the visit on the grounds that parents cannot or will not make such a contribution, but if insufficient funding is available, the visit may be cancelled. If you feel that the cost is prohibitive, please contact me in strictest confidence and I will see if there is any funding available to assist you.

If you wish your son to take part in the trip, please log onto Parent Pay, look up "Oxbridge Conference" and pay the sum of £17 by **Thursday 14th February**. The places for this trip will be allocated on a first come first served basis, with four reserve places. If you are unable to pay online, please contact the Finance Office to pay by an alternative method. If a student fails to attend the event, this fee will be retained by the school as costings are based on the number signed up.

As you are aware, you and your son have completed and signed the 'RGS Lifetime Behaviour and Medical Consent form' for RGS day trips. However, please understand that it is a parental responsibility to inform Matron matron@rgshw.com of any changes to the medical condition of your son. Any changes to emergency contact numbers should be sent to Mrs Gamester pg@rgshw.com. These requests apply to your son at any time during his school career. Contact detail changes can also be made using the SIMS Parent App.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,



Lucy Sowah | Director of Higher Education and Careers | las@rgshw.com