



17 December 2025

Dear Parent/Carer

Yr 8 to Reading University – Tuesday 20 January

Your son/daughter will have the opportunity to take part in an educational and enrichment trip to Reading University on Tuesday 20 January. *This trip forms part of our second strand of 'careers' for the Year of Opportunities project.*

During the visit, students will receive a tour of the campus, speak to current students and engage in a university style lecture.

The students will register in tutor as normal then arrive in the canteen for 9am for a prompt departure.

In order to be able to run this trip, we are asking for a voluntary contribution of £4.60 per student which is payable through **ParentPay**. This will cover the cost of the coach. We may be able to provide financial assistance for those students who are registered for the Student Premium. Should the financial contribution create any problems, please contact me. Please note that if there are insufficient contributions to cover the cost of this activity, there may be no alternative but to cancel. *We will need to have at least 30 students to make this trip viable. Payment should only be made if you agree with the conditions set out in the Parent Agreement below.*

For this trip the Payment /Consent deadline is midday Tuesday 06 January.

Parent Agreement

I have read the information letter regarding the above-named trip and agree to my child participating.

I understand that I am responsible for ensuring:

- That my child arrives for departure on time and for making arrangements for them to get home on our return.
- **Staff have up to date and accurate contact and medical details at the time of departure, and all relevant medication. Please email meceoffice@maidenerleghtrust.org if your child's medical information has changed.**
- My child has appropriate clothing and food for the trip.



- I also understand that it is my child's responsibility to make up for any missed class (5 lessons) or homework and to do so at an appropriate standard. I will support them to do this.

If your child requires any medication e.g. an inhaler this must be brought on the trip or your child will not be allowed on the trip.

Should your child's medical circumstances change, it is your duty to inform the school in writing as soon as possible and before the day of departure.

We will travel by coach to the University. Students should bring a packed lunch and drink. **If your child usually has free school meals one will be provided on the day.** The dress code will be school uniform. but please consider the potential weather conditions for the day. During hot weather your son/daughter will need to bring a drink for the bus and a sensible hat and sun cream. During wet weather appropriate clothing will be needed. School rules will apply regarding make up and jewellery. The students will **not** be allowed to use their mobile phones during the day except in case of emergency to ring the school's mobile phone held by one of the staff. Once again, the advice is not to bring expensive equipment e.g. MP3 players, as the safety of the items cannot be guaranteed. Also, they will not be covered by the school's insurance policy.

Please note that representing the school on a trip, fixture or at an event is a privilege and we reserve the right to withdraw that privilege for students who are persistently late to school or lessons, do not follow our uniform or behaviour policies or bring the school into disrepute in any way.

Please address any questions about this trip to me through school reception. If you have any queries regarding ParentPay, please email mecefinance@maidenerleghtrust.org

Thank you in advance for your support.

Yours sincerely



Mrs Haycock
Head of Year 8



Key Information:

Visit to:	Reading University
Trip leader:	Mrs Haycock
Year group:	Year 8
Date:	Tuesday 20 January 2026
Meeting place and time:	9am in the canteen
Anticipated return time:	14:30
Transport:	Coach
Cost:	£4.60
Dress code:	Full School Uniform
Food and Drink:	Packed lunch, snack and a drink
Deadline for Payment:	Midday Tuesday 06 January

