



HECKMONDWIKE GRAMMAR SCHOOL

MLJ/TCC

3 June 2024

Dear Parent/Carer

Year 12 University Open Day Trip to Leeds University - Friday 14 June

I am writing to update you on the arrangements for the trip for Leeds University.

Students who are arriving by coach with the school

We will travel by hired coach to Leeds University, **leaving school at 8am**. Students need to be on North Street for **07:45** to be registered with Mr Longridge and staff. Students will be dropped off at the Western Campus, Michael Marks Building (number 13 on the map). Mr Longridge will then escort the students to Henry Price Residence to register their attendance with the university. From here students will be dismissed to attend the activities they signed up for.

Students who are arriving independently

Students will be expected to meet myself between **08:30 – 09:00** at the main entrance near the Michael Sadler Building to register (number 78 on the map). They will then register their attendance with the university. From here they will be dismissed to attend the activities they signed up for. Students need to make sure they give themselves enough time to register here and get to their first activity they have signed up for.

Registering for the afternoon

Once the students have been registered in the morning teaching staff will go to the teacher's lounge (**room 1.16 in the Parkinson Building-** number 60 on the map) and there will be somebody based there all day for support.

Students are expected to go to the teacher's lounge between **12:00 – 14:00** to register their attendance for the afternoon in line with legal requirements. From here students will be released to attend their afternoon activities and those who have opted are free to leave to make their own way home. Students who do not register in the afternoon will be classed as being truant. This will lead to consequences for the student upon their return to school.

Students getting the coach back to school

Students will be **expected to go to the teacher's lounge for 14:00** where Mr Longridge will then escort the students to Western Campus, Michael Marks Building where they will be picked up. **The coach will leave at 14:30pm at the latest.** Any student who has not made it to the pickup point will be left behind and expected to make their own way home from Leeds.

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Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.

You, as a parent, will be called using the number you supplied to the school when you consented to the trip. **There will consequences for the student upon their return to school.**

We expect the coach to return to school at approximately 15:15, dependent on traffic.

May I take this opportunity to remind parents that students are expected to display the very highest standards of behaviour and courtesy.

Students should bring a packed lunch and a bottle of water – along with any routine medication which they usually carry, for example inhalers. Alternatively, there will be opportunities to buy food around Leeds University. If your child is eligible for Free School Meals a packed lunch can be provided, please email for further details.

The contact telephone number on the day will be **07714387802**. Please ensure your child also has this in their phone. They will be expected to use this as a contact if they encounter any issues throughout the day.

Students who are using school transportation need to add the number **07714387810** to their phone. They will be expected to use this if they have problems getting to the coach either in the morning or afternoon.

If you have any further questions, please contact me at school mjervis@heckgrammar.co.uk

Students should print a copy of this [map](#) to help them move around Leeds campus. The key buildings have been highlighted to help them

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'mjervis'.

M Jervis
Teacher of Business and Progression Leader