

23 October 2019

Dear Parent/Guardian

### **DigiGirlz, Microsoft Campus, Thames Valley Park - Monday 25 November 2019**

Your daughter will have the opportunity to take part in an educational and enrichment trip to Microsoft Campus, Thames Valley Park on Monday 25 November 2019.

[DigiGirlz](#) gives schools from across the UK the opportunity to bring eight Year 8 girls to Microsoft's UK Headquarters to learn about technology, hear from inspirational female speakers, connect with Microsoft employees, and participate in hands-on computer and technology workshops. The aim of DigiGirlz is to empower young girls to consider STEAM (Science, Technology, Engineering, Art and Design and Mathematics) careers and to inspire them. As this event aims to inspire the next generation of girls to consider pursuing STEAM subjects, this enrichment opportunity is aimed at girls who are already passionate about STEAM, but also girls who may need a little more inspiration.

This trip is free to students and they should meet under the covered way on Monday 25 November at 8:00am to register and for a prompt departure. We will travel by minibus to the Microsoft Campus at Thames Valley Park and participate in activities delivered by Microsoft as part of the DigiGirlz event. Lunch will be provided for students but they may wish to bring snacks and drinks with them. We will return back to Maiden Erlegh School at 16.30. Should our return be delayed, we will ask the students to contact you by phone. School rules will apply in regards to make up and jewellery. 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.

If you would like your daughter to be considered for this event, please complete and return the expression of interest slip below by **Thursday 7 November 2019**, clearly noting any food allergies or dietary requirements as we will need to provide these to Microsoft. There are only eight spaces available for this trip so names will be drawn from a hat once we have received more than eight applications. Successful students will be notified on **Monday 11 November 2019**.

Please note that prior to the event, girls attending DigiGirlz will need to ensure that they are familiar with the [MakeCode](#) website in order to be able to complete the activities on the day. Information can be found at <https://makecode.microbit.org/>.

Please note that if your child is successful, we will use the reply slip below as consent for your child to take part in this activity and as confirmation of the below Parent Agreement.

#### **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 [office@maidenerleghschool.co.uk](mailto:office@maidenerleghschool.co.uk) 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 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.**

Please note that a trained first aider will not be accompanying this trip so should students require any medical attention, support from professionals will be requested. The venue will also have their own first aid facilities available.

***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.***

Thank you in advance for your support.

Yours sincerely



Miss C Bateman  
Teacher of History and Religion and Philosophy

### **Key Information:**

Visit to:	<b>Microsoft Campus, Thames Valley Park</b>
Trip leader:	<b>Miss C Bateman</b>
Year group and subject:	<b>Year 8, STEAM enrichment opportunity</b>
Date:	<b>Monday 25 November 2019</b>
Meeting place and time:	<b>Under the covered way at 0800</b>
Departure time:	<b>0800</b>
Anticipated return time:	<b>1630</b>
Transport:	<b>Minibus</b>
Cost:	<b>£0</b>
Dress code:	<b>School uniform</b>
Food and Drink:	<b>Lunch included</b>

**Please return to Mrs M Sandhu via Reception by Thursday 7 November**

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I would like my daughter to be considered for the trip for **DigiGirlz trip to Microsoft Campus, Thames Valley Park on Monday 25 November 2019** and consent to her taking part should she be selected. I agree to the Parent Agreement stated below.

**Parent Agreement**

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

I understand that I am responsible for ensuring:

- That my daughter arrives for departure on time and for making arrangements for her 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 [office@maidenerleghschool.co.uk](mailto:office@maidenerleghschool.co.uk) if your daughter's medical information has changed.**
- My daughter has appropriate clothing and food for the trip.
- I also understand that it is my daughter's responsibility to make up for any missed class or homework and to do so at an appropriate standard. I will support them to do this.

I understand it is my responsibility to ensure my daughter's safe journey home, on return to the school.

Please provide any food allergies or dietary requirements below

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_