



Backwell School

An Ofsted Outstanding School
A National Teaching School

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Headteacher: Jon Nunes MA

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Dear Parent/Carer

Extended Project Research Skills Visit : Friday, 15 December

The taught skills programme for students undertaking the Extended Project is well underway. In addition to attending regular lectures and tutorials, we are very pleased to be able to offer students the opportunity to visit the Frenchay Campus Library of the University of the West of England (UWE), which will enable them to develop and apply their academic research skills.

We will travel to the UWE Campus by coach, departing from Backwell School at 9.00 am and returning by 1.30 pm, so that students will be able to attend lessons in the afternoon. Once they have been briefed on how to use the library systems, students will be free to study independently until 12.45 pm. Lunch will not be provided for the students, but they are welcome to bring a packed lunch or to use one of the food outlets on the university campus. In case of emergency, we will use the medical notes and emergency contact details that you have already given to the school. If there is any medical issue of which we may not be aware, please contact Student Services at the school. If you wish to contact the trip leader on the day, please call 07817 877503.

Students will have access to the university's library collection during their visit and whilst they will not be able to print or photocopy resources, it is suggested that they bring USB sticks in order to save journals and articles from online resources. If they already have a Libraries West card or if they join the UWE Library, students will be able to borrow up to five books and to reserve books that they would like to borrow in future. Students who wish to join the library will need to complete the online application form at least two days in advance of their visit and they will also need to bring ID with them on the day of the visit. Please see the UWE Library website for further details: <http://www.uwe.ac.uk/library/cms/visitingthelibrary/notbasedatuwe/jointhelibrary.htm>. Joining the library will also enable students to return and use the library services at any other time.

We need to ask for a contribution of **£5** per student to cover the cost of coach transport. Please visit www.parentpay.com, the school's online cashless payment system, **no later than Friday, 1 December**, to give your consent and make payment. If you have any problems accessing the service, please contact the Finance Team on 01275 465941. Students who are eligible to claim educational costs through the 16-19 Bursary can do so for the transport cost of this trip and for other costs associated with the Extended Project. In this instance, please contact Mrs Gumm, the Business Support Manager.

Yours sincerely

Rose Haywood
Extended Project Coordinator