



**Teddington
School**

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Head of School: Kathy Pacey NPQH

Executive Headteacher: John Wilkinson MA NPQH

26 March 2018

**Wednesday 18 April 2018 10.30am
London UCAS Higher Education Exhibition, ExCel London**

Dear Families

I am pleased to inform you that reservations have been made for our Year 12 students to attend the London UCAS Higher Education Exhibition at ExCel London on Wednesday 18 April 2018.

UCAS experts and hundreds of university representatives, employers, and gap year specialists will be attending this event and it is a compulsory trip for all current Year 12s. All students **MUST** do the following before the event in order to obtain their entrance ticket by email or text direct to their phone. They will not gain entry unless they are able to show their ticket.

- Go to **www.ucas.com/exhibitions** and find the event you are visiting.
- Click on the 'Book now' button, followed by 'Join group booking', then 'I am a student'.
- Enter the group booking reference **UCASBKN14246** and click 'Find'. Your group booking details will be displayed.
- Continue completing the form until you see confirmation that your booking has been processed. You will receive an email with a link to your personal ticket, which you'll need to either print or bring on your phone, to the event.

We have a group booking to enter the exhibition at **10.30am**. Since we have been advised by the event organisers to use public transport to travel to and from the venue, it has been decided that students will make their own way to ExCel London where they will sign in with either myself or Ms Metcalfe at the University Registration desk at 9.45am.

When students have finished looking at the exhibition and attending any chosen seminars, they can sign out with a member of staff and make their own way home. Our booked session in the convention ends at 12.30pm.

The address of the venue is ExCel, Royal Victoria Dock, 1 Western Gateway, London, E16 1XL, and the Custom House Station (DLR) is a 2 minute walk. To help with planning your journey details can be found at www.tfl.gov.uk.



Please complete the reply slip below and ask your child to return it to Ms Walsby by **Monday 16 April 2018** or complete the reply slip and email it to hwalsby@teddingtonschool.org

Yours faithfully

Ms N Meston
Director of Sixth Form

Wednesday 18 April 2018 – London UCAS Exhibition, ExCel, London E16 1XL

I give permission for my son/daughter to attend the UCAS Convention at the ExCel London on Wednesday 18 April 2018.

Student Name: _____

Tutor Group: _____

Signed (parent/carer): _____

Date: _____