

3rd June 2019

Dear Parent / Carer,

Re: Microsoft Trip

Your child has received this letter as they are invited to attend a 'DigiGirlz' day at Microsoft Head Office in Reading. DigiGirlz gives secondary school girls opportunities to learn about careers in technology, connect with Microsoft employees, and participate in hands-on computer and technology workshops.

During the event, students interact with Microsoft employees and managers to gain exposure to careers in business and technology and to get an inside look at what it's like to work at Microsoft. This exciting event provides girls with career planning assistance, information about technology and business roles, thought-provoking exercises, and interesting Microsoft product demonstrations. By participating in the Microsoft DigiGirlz Day, young women can find out about the variety of opportunities available in the high-tech industry and can explore future career paths.

This visit has been offered to us for **Tuesday 11th June, leaving school at 6:30am and returning at 6:15pm**, an earlier start and later finish being required due to the return travel time to Reading.

Thanks to Microsoft, all professional costs will be provided, including **lunch supplied** by Microsoft, students will need to attend in their usual school uniform please.

If you would like your child to take part in this trip, please complete the form overleaf and return to Miss Milligan as soon as possible along with Microsoft's risk form completed. Microsoft have also requested that if you're happy for your child to be photographed/videoed during our visit, please can you fill in the attached 'Release Form/Person' and they will attach it to any media that includes your child.

It is parents' responsibility to keep the school informed of any changes to contact numbers and medical information pertaining to their child. Parents can update via SIMS Parent Lite – details at <https://www.arnewood.hants.sch.uk/parents/sims-parent-lite> or via contact with reception.

If your child has a medical condition/disability please ensure they are not taking part in this visit against your doctor's advice.

If you have any questions regarding this, please contact Miss Milligan on 01425 625432 or by email on s.milligan@arnewood.hants.sch.uk

Yours faithfully,

Miss Milligan
IT Manager

Reply slip re: Microsoft Trip

Name of student (in capitals): **Tutor group:**

I give my child permission to take part in a day trip to Microsoft Head Office, Thames Valley Park, Reading on Tuesday 11th June, leaving school at 6:30am and returning at 6:15pm.

Any Dietary Requirements:

*I do/do not give consent for my child to be photographed/filmed on this trip for promotional material, this includes (but is not limited to) publicity materials such as leaflets, brochures and posters, newspapers, magazine articles, television programmes and publications for other media including the Internet. *(Please delete as appropriate)

I confirm my child's medical details are up to date either through SIMS Parent Lite or by written notice to the school.

I will collect my child on their return to school

OR

My child will be collected by: (named adult).

Signature: **Date:**

Parent/Carer