

31 January 2017

Dear Parent/carer

I hope that your child is enjoying their involvement with the Essex Children's University. We're coming up to our next Braintree District Campus Graduation Ceremony on 8th March and we would like to know if your child is eligible to receive a national Children's University™ Award (first award is for 30 hours).

Our Colchester Campus has been successfully using Eventbrite which allows parents/carers to register their child to graduate and know immediately which date they can attend and we have decided to trial Eventbrite for our next two ceremonies. If any graduates prefer they can choose to receive their certificates at school.

Please help your child to add up the **total** number of hours, and then use the Eventbrite links below as appropriate:

- **Graduation at Anglia Ruskin** - please use this link: <https://www.eventbrite.co.uk/e/cu-braintree-district-campus-graduation-springsummer-2017-tickets-31372912225>
 - Please note
 - You will need to use the password - aruguests
 - You will need to use this link by **Friday 10th February 2017** if you wish to attend the March event.
 - Any hours gained after this date should **not** be included this time.
 - Tickets are maximum 2 per child and you will be able to print these once you have registered on Eventbrite.
 - **Please note that spaces will be allocated on a first come first served basis.** Unfortunately, there are no extra tickets available at this stage but should this change we will contact you again.
- **For your child to receive certificate at school** - please use this link: <https://www.eventbrite.co.uk/e/school-graduation-springsummer-2017-braintree-district-campus-tickets-31453030862>
 - You will need to use the password - aruguests

If you think your child will not be eligible for graduation this time, please still let your school coordinator know how many hours your child has so your school can update their records.

If you have any photographs of your child taking part in a club or other learning destinations, we would love to have them so that we can use them as a slide show at the start of our award evening. If you are happy for us to use your photos please can you email them to BraintreeCU@gmail.com so they can be added to our slide show. This email address is for photos only; any queries should be directed to your coordinator or emailed to admin@essexchildrensuniversity.co.uk please.

I have attached further information regarding the award evening and also detailed instructions on how to use Eventbrite.

I'm really looking forward to the evening - and I look forward to seeing you there.

Jane Collins
Braintree Campus Coordinator
Essex Children's University

Essex Children's University Braintree District Campus Graduation Ceremony

- Please bring your child(ren) along to Anglia Ruskin in Chelmsford between 5.30pm and 6.00 pm. Please try not to arrive any earlier as we won't be ready!
- They will need to go to the gowning room to have their cap and gown fitted with help from members of staff from your school, staff from the Essex Children's University or Ambassadors for the Graduation ceremony. Gowns are provided by Essex Children's University for the evening and must be returned before you leave, there is no charge for gown hire. During this time parents are invited to enjoy some refreshments.
- The Graduation Ceremony will take place between 6.30 pm and 7.30 pm
- Your child will have a formal Graduation photograph taken before the Ceremony and a proof of this will be sent via the school they attend, with details of how you can purchase a copy if you wish.
- Photographs will be taken throughout the ceremony to be used for publicity purposes by the Essex Children's University™. If you do not wish your child to be photographed, please let us know.
- During the ceremony you are welcome to take your own photographs/video (for personal use only) of the presentation but we would ask that, due to the numbers of children involved and the size of the audience, that you remain in your seat. After the presentations there will be plenty of opportunity for you to take further informal photographs around the Hall before your child needs to hand back their cap and gown.