



6th May 2016

Dear Parent/Carer

We're coming up to our next Essex Children's University™ Braintree District Campus Graduation Ceremony in June and we would like to know how many hours of learning your child has recorded in their Passport to Learning.

Please help your child to add up the **total** number of hours, write the number in the star attached along with their name, class, passport number, etc on the attached form. Please hand the form back to their school by **Friday 13th May 2016**. Any hours gained after this date should **not** be included this time. Please ensure that the appropriate new learning has taken place as per the **How do the national Children's University Awards work** section on the attached **Essex Children's University – How does it work** leaflet. Even if you think your child will not be eligible for graduation this time, please still let us know how many hours your child has so your school can update their records.

Once we have worked out how many children are eligible to graduate we will be able to confirm whether your child's school graduation date will be 28th June 2016 or that we will invite you to our next award evening. Any graduates that were not invited to attend our last event will be given invitations this time. If this is your child please feel free to mention this on your reply slip.

If your child is eligible we will send invitations via your child's school along with more details about the event. Each child is invited to bring **2** guests, tickets will be issued by **8th June 2016** and any spare tickets on a first come first served basis.

If you have any photographs of your child taking part in a club or other learning destination, 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 school coordinator or emailed to admin@essexchildrensuniversity.co.uk please.

If you have any questions in the meantime then please speak to your school.

Thank you!

Jane Collins
Essex Children's University™
Braintree District Campus Coordinator

Enc: Reply form
How does it work leaflet
Graduation ceremony leaflet

Children's University Braintree District Campus reply form - June 2016

Please print clearly the name of your child so that we can make sure it is correct for their Award Certificate (s) and the Class of 2016 Graduation Programme. Please make sure all of the form is complete before returning to your school by 13th May 2016.

Name:

Hours (total to date):

Class:

School:

New learning completed
(as per 'How does it work
Guide' attached) **yes/no***

Passport Number:

Previous awards received:

Please delete as appropriate*

I confirm that my son/daughter* is/is not* available to attend 28th June Class of 2016 Graduation Ceremony at Anglia Ruskin University and will have one/two* guests (your child will need to be accompanied by at least one adult). I would like _____ extra tickets if any extra tickets are available. (Your school will confirm the date and availability by 8th June 2016).

I would/would not* prefer that my child receives their award at school instead of attending on this occasion (certificates will be given out at school after the award evening).

Please use this space to give any further information or let us know what you like most about Children's University.

If you have any specific access requirements please let us know.



Essex Children's University Braintree District Campus Graduation Ceremony

- Please bring your child(ren) along to the Anglia Ruskin 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 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 you will be able 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.