

Ransom Road  
Woodbridge  
Suffolk  
IP12 4JX

Telephone: 01394 385720  
mail@farlingaye.suffolk.sch.uk  
[www.farlingaye.suffolk.sch.uk](http://www.farlingaye.suffolk.sch.uk)

May 2023

Dear Parent/Carer

We are delighted to announce that we are again organising a visit to the UCAS convention, being held at University Campus, Suffolk on **Tuesday 13th June 2023**, leaving school at 10am. This is an exciting opportunity to see stands from over 100 different universities, each promoting their own courses and campuses. Having attended similar conventions before, I am sure that all students will find the experience useful. It will give them an opportunity to speak and gather course details from university staff. They will also be able to establish information about accommodation and facilities for future reference.

To attend, students will need to register individually on the UCAS convention website –

<https://eventbookingsucas.com/sr/event.aspx?e=301>

They will need to click on “Join a group booking.” On the next screen, they need to click the option ‘I am a student’ and then click ‘Proceed.’ On the next page students need to type **UCASBKN760655** in the text box, and then click ‘Find’ and when the details come up click confirm. On the following pages, they complete a few questions and set a password. This will then generate an electronic ticket that will enable students to gain entry to the event and let them order information from different universities once at the fair. **Students must register online to attend this event as well as completing the permission form below.** They will need to do this as soon as possible to ensure their place at the convention and can speak to anyone on the Sixth Form team if they require any help with this.

We have spaces for 100 students on 2 coaches, which shall be leaving school at 10am from the bus park and returning at 13.00 pm. In order to cover the costs of this trip, we would ask for a voluntary contribution of £7.00. No child will be excluded through inability to pay. However, we regret that if contributions do not match the cost of the activity, it will not take place. Voluntary payment can be made on ParentPay, so there will be no cash/cheque option. If your child is eligible for the Sixth Form Bursary and you are interested in accessing this, please do contact me.

Students can also attend the event with their own transport, if authorised by parents or carers, but will still need to register online in the same way. Please note that there is no need to spend longer than a couple of hours or so at the convention and so students do not need the entire day off to attend, even if making their own way there.

The deadline to book a ticket for this event is **Wednesday 24th May 2023**.

As parents or carers, you should be aware that this trip carries an element of risk, in this case, it will be travelling by coach or minibus.

Please could you complete the online form to provide permission for your child to attend the convention. [UCAS Convention Consent Form](#)

Yours sincerely

Mrs V Stuart  
Director of Sixth Form and Assistant Headteacher