



# St Luke's Science and Sports College

A Church of England (VC) School founded in 1873

Harts Lane

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Principal: Dave Holt



Dear Parent/Carer

Science

**RE: Curriculum Enrichment Week (CEW)**



**SPORTS COLLEGES**

We are delighted to announce that all of our scheduled Curriculum Enrichment Week activities for 2016 are now live on our VLE. I encourage you all to take the opportunity to have a look at these over the next week and select your son/daughters options so that we can secure places for them on their favourite activities. You can log in to this section using the student log in your son/daughter currently has or your own parent log in if you have set this up.

We will keep the options process live on the VLE until Friday 4<sup>th</sup> December 15 with activities being confirmed to students by Friday 11<sup>th</sup> December. Parents/Carers will then be asked to pay the required deposit by Friday 18<sup>th</sup> December in order to finally secure the place allocated.



All payments should be made through School Gateway\*. (See below for details) . You can keep a track of your payments within the "payment history" tab located on this page. Paying for school items online is quicker and easier for you, safer for children and more efficient for the school.

**\*School Gateway**

1. Go to [www.schoolgateway.com](http://www.schoolgateway.com)
2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school
3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.



As soon as you've got the system set-up, you'll be able to pay money to the school online rather than send cash or cheques.



If you've recently changed your email address or mobile telephone number, please let us know so we can update our records.



The following table indicates the payment dates for the remainder of the academic year:

Choices Made by Students using the VLE	Friday 4 <sup>th</sup> December 2015
Confirmation of Activity to Students	Friday 11 <sup>th</sup> December 2015
Deposit Paid	Friday 18 <sup>th</sup> December 2015
1 <sup>st</sup> Instalment Deadline	Monday 1 <sup>st</sup> February 2016
2 <sup>nd</sup> Instalment Deadline	Monday 14 <sup>th</sup> March 2016
3 <sup>rd</sup> Instalment Deadline	Monday 25 <sup>th</sup> April 2016
Final Instalment Deadline	Monday 23 <sup>rd</sup> May 2016
Curriculum Enrichment Week	14 <sup>th</sup> – 20 <sup>th</sup> July 2016



2011/12



Please note that we will not place any student that still owes an outstanding balance from last years' CEW on to any activity until this balance is paid. If you need to know if you still have an outstanding balance please contact [ktaylor@st-lukes.devon.sch.uk](mailto:ktaylor@st-lukes.devon.sch.uk)

I hope the information above is useful to you and I ask that you encourage all of our students to select an option for CEW which is such a valuable and enjoyable aspect of our College Curriculum.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'MSherwood'.

Miss Sherwood  
Deputy Principal