

Dear Curwen parents/carers,

We are pleased to announce that bookings will soon be open for the next Children's University Graduation which will be held at:

Loughborough University London at Here East
3 Lesney Avenue
The Broadcast Centre
Here East Queen Elizabeth Olympic Park
London E15 2GZ

On Tuesday 4th December 2018, starting at 4:00pm.

If you think your child has reached a milestone, then **you must register your child online** using the information contained in this letter. Please note that the ticket website opens at 10am on Saturday 17th November and please be aware that tickets get snapped up very quickly. The website is below.

For this booking you will need to enter your child's name, the number of hours they have, your email address, the school's name and the names of the 2 guests (this includes babies/toddlers that you wish to take). Your tickets will then be emailed to you. I suggest that if you have not registered for Eventbrite before, then you do so **BEFORE** the 10am ticket release time.

If you have any questions or are struggling to make the booking, please email me (john.potter@curwen.ttl.academy) on Saturday and I will be available to help you.

Please can I reiterate, your child will only get a place if **YOU** register for the tickets. This is because the ceremony has limited numbers and other schools are attending. Booking details are listed below.

Please do not hesitate to ask if you have any questions.

Yours sincerely,
Mr Potter

Booking info:

We have 60 graduation spaces at this event, due to security requirements of the venue, spaces have to be booked and confirmed prior to attending.

You only need to book a ticket for your child under your child's name (the Graduate), please do not book a ticket for yourself. Please indicate the amount of guests on the 'Graduates' booking form - **you are completing this form in the name of your child**, it is important that you check spellings as the details you input will be used to complete the certificates. One child per booking.

Step 1

You need to book your child's space to confirm attendance. Please click on the link below and enter the details of your child.

<https://www.eventbrite.co.uk/e/east-london-childrens-university-graduation-4th-december-2018-1600pm-tickets-52209842043>

Spaces will be allocated on first come first served basis, regretfully we are unable to exceed our maximum capacity.

Families are able to book a maximum of two guest tickets per graduate. If additional guest tickets are required they can email me (jessica.worf@15billionebp.org) to go on the guest waiting list.

If your child has attended a graduation before, please list the certificates that they have received to date.

Step 2

Families will receive an electronic confirmation direct from Eventbrite. Families who have applied for tickets directly using Eventbrite will need their passports validated (if this has not already been done in school). I will email each school a list of the

children due to attend and their level, families will need to take their passports into schools to get them validated.

Step 3

You will receive electronic confirmation once you have booked your place. Please bring your printed confirmation form to the ceremony. If families are not on the list they will sadly not be able to attend the ceremony as security is very strict and all names will need to be sent prior to the event. For anyone unable to attend further graduations are planned for the year.

Important Travel Information

What are my transport/parking options for getting to and from the event?

A free shuttle bus service connects Here East to all major transport stations in Stratford, London. The service is available to anyone travelling to and from Here East, and runs every five minutes from 7am to 10.30pm, Monday to Friday. The bus operates from [Stratford International bus stop E](#) and [Stratford City bus stop X](#), and will take approximately 5 minutes to reach Here East.

Stratford bus station, Stratford rail station, Stratford DLR and Stratford underground stations are located in close proximity to [Stratford City bus stop X](#). On arrival at one of these stations, please follow the signs towards Westfield Stratford City and the Queen Elizabeth Olympic Park. If you are using the underpass, exit the station and turn right before you reach Stratford City bus station. [Stratford City bus stop X](#) is on the opposite side of Montfichet Road. If you are using the bridge over the railway tracks, when you reach the end of the bridge, walk down the stairs on the right hand side and cross Montfichet Road when you reach the bottom. [Stratford City bus stop X](#) is located opposite Stratford Place. Please allow 5 minutes for this journey.

How can I contact the organiser with any questions?

Please email jessica.worf@15billionebp.org with any additional questions you may have.

Do I have to bring my printed ticket to the event?

Yes please bring your printed ticket.

Can I update my registration information?

Registration details can be updated at any time. If you are no longer able to attend please let us know so that we can offer the space to another graduate.

I need more guest tickets, what can I do?

Tickets are limited to two guest tickets per person, if you require more tickets please email Jessica to go onto the waiting list.