

Dear Parent/Guardian,

## Upcoming IntoUniversity Workshops for Addison Primary School

We are excited to welcome Year 6 students from Addison Primary School to attend two workshops run by the **IntoUniversity** Hammersmith Centre.

### What is IntoUniversity?

IntoUniversity is a national educational charity that supports young people from primary school through to university and employment. We work with students to raise aspirations, build confidence, and develop the skills they need to succeed in education and beyond. Our Primary Programme introduces children in Years 3-6 to the world of university and future careers, helping them explore their potential while learning essential skills such as teamwork, communication, and independent thinking.

### Workshop 1: FOCUS Week

**Date:** Monday 3rd November - Friday 7th November 2025

Throughout the week, students will learn all about Drama and Performing Arts and have a chance to think about their future aspirations. Two exciting educational trips are included:

**Tuesday 4th November:** Wac Arts

**Friday 7th November:** Northeastern University London

Students will travel by public transport, accompanied at all times by school and **IntoUniversity** staff.

### Workshop 2: Year 6 Transition

**Date:** Tuesday 7th July 2026

This workshop focuses on supporting your child as they prepare to start secondary school. Through interactive sessions, students will learn practical tips, build confidence, and dispel common myths.

### What to Bring

Students should arrive at school on time and bring a coat and water with them.

### Transportation

School staff will bring students to our centre and return them to school before the end of the school day.

### Registration Form: Action Required

A student registration form has been printed on the back of this letter. It is very important that this form is completed and returned to your child's class teacher **by Friday 17th September 2025**. Without this form, your child will not be able to attend the workshops.

### After-School Programme

We also offer a free after-school programme at the **IntoUniversity** Hammersmith Centre on Tuesdays or Wednesdays from 3.30pm–5.00pm. This weekly programme includes fun, hands-on learning based on termly university-style topics that support the National Curriculum.

To register your child, email: [Hammersmith@intouniversity.org](mailto:Hammersmith@intouniversity.org) or call: 020 7381 1637.

We are very much looking forward to working with your child and welcoming them to our centre. If you have any questions, please speak to your child's class teacher or contact us at **IntoUniversity** Hammersmith on 020 7381 1637.

With very best wishes,

Aislinn Riding  
Primary FOCUS Coordinator  
**IntoUniversity** Hammersmith

<b>Child</b>	<b>Full name:</b>	<b>Date of birth:</b>	D	D	M	M	Y	Y
<b>School:</b>		<b>Year group:</b>						
<b>Gender:</b>	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Prefer to self describe: _____					
<b>Ethnicity:</b>	Asian/Asian British <input type="checkbox"/>	Black/African/Caribbean/Black British <input type="checkbox"/>	White <input type="checkbox"/>	Mixed/multiple ethnic groups <input type="checkbox"/>				
Any other ethnic group <input type="checkbox"/>		Prefer not to say <input type="checkbox"/>		Prefer to self describe: _____				
<b>Phone number (over 13s only):</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
<b>Email address (over 13s only):</b>								
<b>Address:</b>								
<b>Postcode:</b>								

<b>Adult at home</b>	<b>Name:</b>
<b>Phone number:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Email:</b>	

<b>Alternative emergency contact</b>	<b>Name:</b>
<b>Phone number:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Programme permissions (please tick)

I give permission for my child to attend a <b>FOCUS Week</b> and a <b>Year 6 Transition Workshop</b> .	<input type="checkbox"/>
I give permission for my child to be photographed and/or filmed and for the photographs and/or film of my child to be used for the promotion of <b>IntoUniversity</b> , including on its website.	<input type="checkbox"/>

### Programme eligibility (please tick all that apply)

<input type="checkbox"/> Is your child eligible for Free School Meals?	<input type="checkbox"/> Is your child Care Experienced?
<input type="checkbox"/> Is your household income less than £25,000?	<input type="checkbox"/> Does your family live in social housing?
<input type="checkbox"/> Neither of your child's parents have studied at university in the UK	<input type="checkbox"/> Is a language other than English spoken at home?
<input type="checkbox"/> Is your child a refugee or asylum seeker?	<input type="checkbox"/> Is your child a young carer?
<input type="checkbox"/> Has your child ever been permanently excluded from school?	<input type="checkbox"/> Has your child ever been suspended from school?
<input type="checkbox"/> Has your child been placed on a behaviour plan in the last 6 months?	<input type="checkbox"/> Does your child have Special Educational Needs?

### Medical information (please tick all that apply)

Does your child have any medical conditions, dietary requirements, allergies or health needs? Or do they require medication? If so please give details:

Does your child need any medication while at **IntoUniversity**? *For programmes run with your child's school, we will speak to them to ensure your child has the medication and support needed during the trip. For other programmes, we will contact you for more detail.*

Your name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Data Protection

When you register, we provide a data protection guide that explains how we use your data. If you haven't seen this, please ask an **IntoUniversity** staff member for a copy. Our full privacy policy can be found at: [www.intouniversity.org/privacy-policy](http://www.intouniversity.org/privacy-policy).