



Brooklands Primary School
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Headteacher: Matthew Copping

14th June 2019

Dear Parents,

It has come to my attention that there has been some confusion over the Children's University graduation process. To clarify, children do not need a passport to be eligible for graduation. All children are automatically enrolled in Year 1 and collect credits for any school clubs they attend. As the school coordinator, I collect all club registers and log children's attendance on the Children's University database. These credits work on an accumulation basis; therefore, they continue to build each year. By the time children reach year 3, they only need to have accumulated 30 credits to be eligible for their first graduation. Children can then also graduate once they reach Year 6 at a higher level if they were to continue participating in clubs. Awards range from Bronze Award for 30 credits to a Fellowship Award for 1000 credits.

Passport information

The passport is used to log attendance at any clubs your child participates in outside of school. The club leader would simply need to sign and date the passport. The passports are collected by myself each term and any credits gained are logged on the same database. For example, we've had two children in Year 6 this year gain over 70 credits for recording their attendance at a swimming club using their passports. Passports can be purchased from the school office.

If your child is in Year 3 or 6 and has received an invitation to this year's graduation ceremony, please return the completed slip to myself no later than Monday 17th June.

Yours sincerely,

Miss M. Felmingham
Children's University Coordinator

Mr M. Copping
Headteacher