

November 2024

Dear Parent/Guardian

Following our recent phone call, I would like to formally congratulate your child on achieving a place in the regional finals of the Cyber Switch Up competition 2024! We can now confirm final details of the day's events and really hope you can make it with your child to what promises to be a very exciting day, packed with opportunities for students to win prizes; meet some of the biggest tech firms in the cyber security industry to talk about careers and opportunities, compete for their chance to be crowned Yorkshire and Humber regional champion and most importantly have fun!

**The event will take place at:**

Owen Building, Sheffield Hallam University City Campus, Howard Street, Sheffield, S1 1WB.

**Nearest car park:** NCP Sheffield Blonk St, Blonk Street, Sheffield, S1 2AB – 15 min walk to Owen Building

**Date:** Tuesday 26<sup>th</sup> November 2024      **Time:** 08.30 – 17.15

**Agenda for the day:**

08.30	Meet D Cusworth at entrance to the Owen Building
08.45 – 9.15	Registration for finalists
09.30	Welcome / Introduction to the day for ALL students
10.00	Competition opens for KS3 & KS4 students
11.00 – 11.15	BREAK
11.15	Competition re - opens for KS3 & KS4 students
12.15	Competition closes for KS3 & KS4 students
12.30 – 13.15	LUNCH
13.15 – 14.00	Awards Ceremony – KS3 and KS4
14.00	Competition opens for KS5 students
15.00 – 15.15	BREAK
15.15	Competition re - opens for KS5 students
16.15	Competition closes for KS5 students
16.30 – 17.15	Awards Ceremony – KS5
17.15	Departure

**KS5**

As the competition for KS5 does not open until 14.00, students need to be at the venue by **13.30** in order to register before the competition begins, however we strongly recommend attending earlier for the opportunity to interact with exhibitions/speakers such from Google, BAE Systems, E-Sports, Civil Aviation authority and others. Once the competition begins students will not have time to go back and do this.

KS5 Students will need to confirm what time they intend to arrive on the attached form, if students are not attending early there will be the expectation that they attend lessons as normal for periods 1 and 2.

**KS3 & KS4**

KS3 and KS4 students may leave at **14.00** after the awards ceremony although we would highly recommend students stay to access exhibitions and speakers as listed above for KS5.

There was significant interest from all parents/carers to attend the finals with their child should this be possible. We have been advised by the event organisers that parents can attend and so we will not be organising transport to and from the event and **students will need to make their own way to and from the event with a parent/carer** if not in KS5. Diane Cusworth will meet parents/carers with their child at the front entrance of the **Owen building** at **08.30am** to discuss the agenda for the day before registering finalists. A number to contact Diane Cusworth will be shared with parents the day before the visit, for KS5 students and parents arriving after 8.30am please send a text to the number shared when you arrive in Sheffield and Diane will arrange to meet you.

I have included a map of the SHU City Campus with this letter. For further support with parking/directions please visit [City Campus map | Sheffield Hallam University](#).

Where your child is in Post 16 with your permission, they can make their own way to and from the event if not traveling with yourself. If this is something you are happy for your child to do, you must indicate this on the form attached.

The latest train from Penistone to Sheffield City Centre for students only attending for the competition and needing to be at the venue by 13.30 would be the 12.43 train. If they wish to see exhibitors, it is advised they catch an earlier train. The first train returning to Penistone from Sheffield City Centre after the day closes will leave Sheffield at 17.34 and arrive at Penistone by 18.20. There are no changes on either of these journeys and will cost around £5 return. For other train times please visit [www.thetrainline.com](http://www.thetrainline.com).

Lunch will be provided by the event organisers for parents and children however it would be advisable to bring some snacks / bottled drinks for during breaks (These should not need to be chilled). Students are also permitted to attend in Non-uniform.

This visit is completely free so you will not need to do anything on ParentPay.

In order to formally confirm your child's attendance at the finals you will need to complete the following form <https://forms.office.com/e/9zT2ZiEfYp> no later than **3pm Friday 15<sup>th</sup> November 2024**.

I Look forward to seeing you there!

Yours sincerely

A handwritten signature in black ink, appearing to be 'Diane Cusworth', written in a cursive style.

Miss Diane Cusworth – Curriculum Area Leader of Computing  
(Lead organiser of visit)