

10 December 2018
PER/manage/SIMSIT/hmc

Dear Parent/Carer

A LEVEL BUSINESS AND ECONOMICS - SUSSEX UNIVERSITY TASTER DAY

As part of your child's A level courses in Business Studies and Economics, we are offering an opportunity to attend a day at Sussex University, which is designed to give students access to a university style master class, some context to their current learning and to look at the career routes that exist for A level students of these two subjects.

This will be taking place on Friday 14 June 2019 and will take up most of the school day. We will be leaving after lesson 1 at 10.05am and returning at approximately 5pm.

Although this is not compulsory, I would encourage ALL students to apply to attend so they can get access to an example of university life in a subject-based context and as a way of informing or confirming their decisions about potential career pathways after sixth form.

In order to make the day financially viable, it may be necessary to take a minibus instead of a coach, depending on the number of students that wish to come. If we do travel by minibus, there may be a restricted number of places available, which I will initially allocate on a 50:50 basis between students of Business and Economics. If one subject is oversubscribed, but the other is not, I will allocate the additional places on a first come, first served basis. To cover the costs of travel, I will be asking for a contribution of £5 per person.

Details of the trip are as follows:

DESTINATION: Sussex University, School of Business, Management and Economics
DATE: Friday 14 June 2019
LEAVING: 10:05am from the front of the College
RETURNING: Approx 5:00pm to the front of the College
TRAVEL BY: Minibus or coach (to be confirmed)
CONTRIBUTION*: £5
FOOD: Packed lunch or money to purchase food at the venue is required

If you would like your child to attend this trip, please make payment using [School Gateway](#). Payment will be open from today up to and including 12 January 2019. Unfortunately, cheques are no longer accepted. If you have any problems with making payment please email financeoffice@heathfieldcc.co.uk

***If your child receives a Bursary they will not need to pay but in order for a place to be reserved on the trip they must gain authorisation from Amanda Hollyman, 6th Form Administrator. Once your child has received email confirmation of their place from the Finance office you must go to [School Gateway](#) and tick the consent box for the trip.**

Please be aware that there is an expectation that students on an evening trip will be in College the following day.

Permission for your child to attend this event is given when you make payment using [School Gateway](#). Please see notes below**.

If you have any queries regarding this trip please do not hesitate to contact me by email at operkins@heathfieldcc.co.uk or telephone on 01435 866066 Ext 1224.

Yours sincerely

A handwritten signature in black ink, appearing to read 'O. Perkins', written in a cursive style.

MR O PERKINS
Head of Business & Economics

**The College has adopted the ESCC policy on the safe running of educational visits.

Permission Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I give consent for the medical and emergency contact information provided to be used for the purpose of effective planning of school trips. In some circumstances the data will be shared with ESCC, for the purpose of approving visits and also any external providers involved in the organization and delivery of the visit. The data will be held until your child is 25 years old, in accordance with our retention schedule. For more information about your rights, please contact the school's Data Protection Officer.

I agree to impress upon him/her the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the trip.

I give permission for photographs/video to be taken of my son/daughter at this event to be used for display purposes at the College. This may include (but is not limited to) the images being used on the College website, social media, newsletter and in the local press. If you do not give permission, please inform the trip leader prior to the event.

In the case of an emergency we will use the contact details and medical information which you have previously given to the College which is held on our pupil data base (SIMS) If you wish to update this information please contact the College office, office@heathfieldcc.co.uk or telephone 01435 866066.

If you wish to register different contact details for the day of the trip only, please contact the trip organiser whose name is on the bottom of this letter.

Data Protection Act & GDPR

For more information about your rights, please see our privacy notices found on the college website at http://www.heathfieldcc.co.uk/?page_id=1595711. You may withdraw your consent at any time by emailing the trip leader. Please be aware that if you do so, we cannot allow participation on the trip to proceed.