

10 December 2018  
PER/manage/SIMSIT/hmc

Dear Parent/Carer

### A LEVEL BUSINESS - GRADE BOOSTER CONFERENCE

As part of your child's A Level course in Business we will be attending an A level conference specifically designed to help students begin their final revision for the A Level exams. The conference takes place on Monday 1 April 2019. It is based in London at Fulham Broadway and will involve a whole day out of school, accompanied by a member of staff. Students who attended previous conferences speak very highly of their experience. Students who also study A Level Economics will have to choose which subject they want to specialise in as the A level Economics conference takes place at the same venue on the same day.

To reduce the travel costs of the trip, which includes a London Travel Card, there will be an opportunity for students to have some unsupervised free time between the end of the conference (approx 16:00) and the time of the first train on which we can travel back to Stonegate (approx 19:15). To ensure their safety at these times, students will be given the number of the school mobile telephone that I will be carrying. They will also be asked to give me their mobile telephone number, to travel in groups of NO LESS THAN THREE and they will be given detailed instructions about meeting points and times.

Places on the conference sell out very quickly and therefore if there are fewer tickets available than the number of students that have paid to go, we will select students giving priority on a "first come first served" basis.

Details of the trip are as follows:

**DESTINATION:** VUE Cinema, Fulham Broadway, London  
**DATE:** 1 April 2019  
**LEAVING:** Meet at Stonegate Station at 08:30  
**RETURNING:** Stonegate Station at approx. 20:26  
**TRAVEL BY:** Train  
**CONTRIBUTION\*:** £42 (includes entrance of £25, insurance and transport)  
**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](mailto: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, 6<sup>th</sup> 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 e mail [operkins@heathfieldcc.co.uk](mailto:operkins@heathfieldcc.co.uk) or telephone 01435 866066 Ext 1224.

Yours sincerely



**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](mailto: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](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.