



2 November 2018  
HTC/Manage/SIMSIT/lca

Dear Parent/Carer

**ENGLISH - CURIOUS INCIDENT OF THE DOG IN THE NIGHT-TIME**

We are delighted to offer our Key Stage 4 students who are studying the 'Curious Incident of the Dog in the Night-time', an opportunity to see one of their GCSE Literature texts performed on stage in London. This is a valuable chance to see a wonderful story brought to life. Details of the trip are as follows:

DESTINATION:	Piccadilly Theatre, London
DATE:	Wednesday 13 February 2019
LEAVING HCC:	4.30pm
RETURNING HCC:	12.00am approx
TRAVEL BY:	Coach
CONTRIBUTION:	£40.00
FOOD/EQUIPMENT:	Snack on the coach and money to buy food at the theatre
CLOTHING:	Own clothes

Unfortunately, the theatre company will not hold our tickets for long and we recognise that this is an expense that some are not able to immediately fund. As such if you would like your child to attend this trip and are not able to afford £40 please pay a non-refundable deposit of £10 by Wednesday 14 November 2018 and the balance of £30 by Monday 21 January 2019 via [School Gateway](#). Unfortunately, cheques are no longer accepted. If you have any problems with making payment please contact [financeoffice@heathfieldcc.co.uk](mailto:financeoffice@heathfieldcc.co.uk).

Permission for your child to attend this trip is given when you make payment using [School Gateway](#). Please see notes below\*. Please also be aware that there is an expectation that students on an evening trip will be in College the following day.

If you have any queries regarding this trip please do not hesitate to contact me by email at [scoggin@heathfieldcc.co.uk](mailto:scoggin@heathfieldcc.co.uk) or telephone 01435 866066 Ext 1249.

Yours sincerely

**MISS S COGGIN**  
English Teacher

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

#### Permission Declaration

I agree to my son/daughter 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.