

G January 2019
SAV/manage/SIMSIT/lca

Dear Parent

YEAR 13 - EMAG CONFERENCE

We are delighted to announce a superb opportunity for English Language students to deepen their knowledge of the subject and improve their understanding of the importance of spoken language, with a brilliant day of expert lectures and workshops at the University of London and the British Library.

We have managed to book places for the students on the hugely popular EMAG Language Conference, a study day designed specifically to help students achieve highly in their exams. This will be held at Friends House in London and features lectures from internationally acclaimed linguists including Professor David Crystal, Professor Tim Grant and performance poet Luke Wright. It is a highly acclaimed event offering a valuable and stimulating set of lectures.

Following on from the lectures, we will visit the British Library, where students will be able to explore the Treasures Gallery. Details of the trip are as follows:

DESTINATION:	University of London and the British Library
DATE:	Tuesday 26 February 2019
LEAVING:	7.00am
RETURNING:	8.00pm
TRAVEL BY:	Coach
CONTRIBUTION:	£45.00 *
FOOD:	Packed lunch and tea or money to purchase food and drink

Places are limited and will be allocated on a first come first served basis. If you would like your child to attend this trip, please make payment via [School Gateway](#). Payment will be open from 10 January 2019 up to and including 14 February 2019, or until all the places have been taken up. Unfortunately, cheques are no longer accepted. If you have any problems with making payment please email financeoffice@heathfieldcc.co.uk

***If your son/daughter 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 csavage@heathfieldcc.co.uk or telephone 01435 866066 Ext 1249.

Yours sincerely



MS C SAVAGE
English Teacher

**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.