



8 October 2024  
STA/Manage/Arbor/lha

Dear Parent/Carer

**YEAR 8 - HARRY POTTER TRIP INFORMATION**

I am writing to you with regards to a forthcoming extra-curricular opportunity to the Harry Potter Studios which will facilitate understanding for your child's option choices.

As you will be aware your child will be deciding on their option choices later this year. The College is keen that students are given as much information, advice and guidance prior to this event in order to help them have a sound understanding of how different subjects can translate into industry.

During our time at the studio there will be many opportunities to see how large-scale productions rely on industries such as business, production, marketing, catering, clothing design and manufacture, set and stage design, building, acting and script writing to name but a few.

In light of this we would like to take Year 8 students to the Harry Potter Studio. Due to restrictions now in place, we need to split the year group and take them over four days. Running the trip through the College enables us to purchase tickets at a reduced price and while we also have to add on the cost of the coach travel and insurance we are hopeful this is a cheaper way of allowing the students to experience this incredible exhibition. Details of the trip are as follows:

- DESTINATION: Harry Potter Studio
- DATE: Please see table below for dates/times for your child
- CONTRIBUTION: £45 (includes ticket, travel and insurance)
- TRAVEL BY: Coach
- FOOD: Packed lunch and drink
- CLOTHING: Full college uniform including correct shoes
- MONEY: No more than £10 to spend in the gift shop

Tutor Group	Date	Leaving HCC	Returning HCC
H & E	Monday 27 January 2024	7.30am	5.00pm
A & T	Tuesday 28 January 2024	8.00am	5.30pm
L & D	Wednesday 29 January 2024	7.30am	5.00pm
C & M	Thursday 30 January 2024	9.00am	6.30pm

Return times are approximate depending on traffic.




If you would like your child to attend this trip please make a non refundable deposit payment of £25 via [Arbor](#) by Monday 11 November 2024. The remaining £20 to be paid no later than Monday 6 January 2025. Payment will be open from today up to and including Monday 6 January 2025. If you have any problems making payment please email [trips@heathfieldcc.co.uk](mailto:trips@heathfieldcc.co.uk).

If your child is currently in receipt of Free School Meals you will receive a 50% discount and the amount on [Arbor](#) has been adjusted to reflect this. Should you wish to check if you are eligible for Free School Meals please click on this link <https://www.heathfieldcc.co.uk/wp/wp-content/uploads/2023/12/FSM-Information-Letter-23-24.pdf>

If you have any queries regarding this trip please do not hesitate to contact me via email at [fstrachan@heathfieldcc.co.uk](mailto:fstrachan@heathfieldcc.co.uk) or telephone 01435 866066 Ext 1262.

Yours sincerely



**MRS F STRACHAN**  
Head of Visual Arts

#### **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 them 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 child 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. 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.

**As with all college trips and events, the health, safety and welfare of all students and staff is paramount. Therefore, as stated in our trips policy, *it may be acceptable to exclude someone from an activity or visit if their potential behaviour presents a significant, unmanageable and unacceptable risk.* Any decisions that are made will be communicated prior to the trip.**

#### **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