



8 January 2025
STA/manage/Arbor/tbo

Dear Parent/Carer

ART TRIP - ROYAL BOTANICAL GARDENS KEW

A trip has been organised for Year 9 intensive and Year 10 extended GCSE Art students to visit the Royal Botanical Gardens Kew. The purpose of this visit is to gather first hand contextual references and develop these as part of their coursework.

Students will be drawing and taking photographs of the different environments within Kew, capturing nature and architecture as well as mood and atmosphere whilst developing their recording skills. Follow up work at College will draw on the students' experiences of the day and allow them to pursue their ideas in a range of media, forming an intrinsic part of their coursework. Details of the trip are as follows:

DESTINATION: Royal Botanical Gardens Kew
DATE: Monday 31 March 2025
LEAVING HCC: 7.45am
RETURNING HCC: 5.00pm
TRAVEL BY: Coach
CONTRIBUTION: £22
FOOD: Packed lunch and drinks
(As we have students in the College with severe nut allergies that can lead to life threatening anaphylaxis, we suggest that any food being taken on the trip does not contain nuts or nut-based products)
EQUIPMENT: Camera with SD card and spare pack of batteries (not essential), fully charged mobile phone, sketchbook and dry drawing materials
CLOTHING: Full school uniform must be worn but due to the amount of walking students will be doing, trainers will be permitted. Waterproof coat.

If you would like your child to attend this trip, please make payment using Arbor. Payments will be open from today 2025 up to and including Wednesday 29 January 2025. If you have any problems making payment please email trips@heathfieldcc.co.uk.

If your child is currently in receipt of Free School Meals you will receive a 100% discount and the amount on [Arbor](#) has been adjusted to reflect this. You will need to sign your child up for the trip to give consent for them to go. Should you wish to check if you are eligible for



Tel: (01435) 866066 e-mail: office@heathfieldcc.co.uk

Cade Street, Heathfield, East Sussex, TN21 8RJ Website: www.heathfieldcc.co.uk

Headteacher: Ms Caroline Barlow B.A. (Hons)

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>

Permission for your child to attend this event is given when you make payment using Arbor. Please see notes below*.

If you have any queries regarding this trip, please do not hesitate to contact me by email at fstrachan@heathfieldcc.co.uk or telephone 01435 866066 Ext 1231.

Yours sincerely



MRS F STRACHAN
Head of Visual Arts

*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 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 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. 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