



# Haygrove School

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[www.haygroveschool.co.uk](http://www.haygroveschool.co.uk)  
Headteacher – Mrs K Canham, BA (Hons), MA



13 November 2017

Dear Parent

## HARRY POTTER STUDIO TOURS – TUESDAY 16 JANUARY 2018

The English Department is very pleased to offer Year 7 pupils a visit to the Harry Potter Studios on Tuesday 16 January 2018. Year 7 are studying Harry Potter in English, therefore the trip will enhance their knowledge of the text in order for them to complete creative writing activities and develop skills needed for KS3 assessment and their eventual GCSEs. Students will see the sets, props and costumes used in the Harry Potter films and learn how they were created. They will also learn how the magical creatures were brought to life on screen,

The cost is £40.00 and includes the cost of transport by Ridders coaches. We will be leaving school at 8.00am and returning at approximately 9.00pm. Please ensure that your son/daughter has an appropriate contact number in case of an earlier/later return. Members of Haygrove staff will accompany the students.

There is no cost for students who are currently eligible for free school meals. Please tick the box below if you qualify for this.

The Emergency school contact number is Mrs C Morgan on 07837 900365. Pupils need to wear school uniform and bring a waterproof coat. They will need a packed lunch/drinks/snacks for the day. They may wish to bring some spending money for the services and gift shop at Harry Potter studios. All places on this visit are subject to good attendance and behaviour and the head of year has the right to withdraw a student from a visit if these criteria are not met.

If you would like your child to participate, please complete the consent form below and return it to the Finance Office during morning registration together with payment of £40.00 by **Friday 1 December 2017**.

Yours sincerely

Miss J Coles  
English Teacher

### HAYGROVE SCHOOL: HARRY POTTER STUDIO TOURS – TUESDAY 16 JANUARY 2018

Please return this slip, together with your payment, to the **Finance Office by Friday 1 December 2017**

Child's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Emergency Telephone Number \_\_\_\_\_

Medical Information \_\_\_\_\_

I wish my son/daughter to be allowed to take part in the above mentioned activity/visit and, having read the information sheet, agree to his/her taking part in any or all of the activities described. I understand that, while the establishment staff in charge of the party will take all reasonable care of the young people, they cannot necessarily be held responsible for any loss or damage suffered by my son/daughter during the activity/visit. All activities/visits are covered by public liability insurance and trips outside the County are covered by comprehensive travel insurance. Details of cover are available from the establishment on request. I have read, understood and agree to the Declaration and Explanatory Notes on the reverse of the attached letter. I am happy for named photos of my child to be released to the Press, Haygrove Newsletter and Website. **I enclose cash (exact amount) /cheque £40.00 Please make cheque payable to 'Haygrove School' and write your child's name, tutor group and 'Harry Potter' on the reverse.**

My child is entitled to free school meals

Signed \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_

Please print name \_\_\_\_\_ (Mr/Mrs/Ms/Miss)



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Yew Wah International Education School



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

### **EXPLANATORY NOTES - This form serves several important functions.**

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It advises you that the Haygrove School Academy Trust will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
3. It contains information about your child together with your consent to medical treatment if required.
4. It gives the supervising staff immediate information on how to contact you in an emergency.
5. If this form is not returned your child will NOT be able to participate in the visit.
6. If you wish to discuss the contents, please contact our Educational Visit Coordinator, Mrs C Morgan at Haygrove School.
7. Data Protection. Haygrove School Academy Trust, as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems, with due care and confidentiality. Personal data will only be disclosed in accordance with the Data Protection Act 1998, and the purposes registered by Haygrove School Academy Trust. Data collected is used for registration and monitoring purposes, and emergency contact information.

### **Declaration**

Having read the information sheet, I agree to my child taking part.

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation, there will be no obligation on the school/establishment to refund any money.

I agree to my son/daughter receiving medication as I have instructed in this form and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

### **Eligibility for Free School Meals**

Parents/carers who receive any of the following are entitled to free school meals:

- Income Support (IS)
- Employment Support Allowance (Income Related)
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- **Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190**

If you have recently become unemployed but are still receiving working Tax credits, you may be entitled to free school meals. please call Somerset County Council on 0845 345 9122 for advice. A full leaflet and application form are available from Somerset County Council: [www.somerset.gov.uk](http://www.somerset.gov.uk) and search on "claim free school meals"