



Headteacher: **Mr J Grant**
Sackville School, Lewes Road, East Grinstead,
West Sussex RH19 3TY
Tel: 01342 410140 Fax: 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk



September 2016

Dear Parent/Carer

Trip to Harry Potter Studios, London

A trip to the Harry Potter Studios has been arranged for **Monday 17th October 2016**. It will help contribute towards the research section of the 3D Product Design course and will also help to support and further enhance the students' knowledge of props linked to the film. This will nicely fit with the theme they are currently studying which is to make a prop for the Harry Potter film.

It is important that students take a camera and a notepad and pen to evidence the props that they will see on the tour.

We will be leaving Sackville promptly at 6.30am. We will be travelling by school minibus and will return by 3.00pm.

You are invited to make a voluntary contribution of £23.75 which will cover the cost of the visit, including transport and other incidental costs. I must, however, tell you that as the school could not bear the cost of the visit, the visit will not take place unless all parents, who are able, are willing to contribute. Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at http://www.sackville.w-sussex.sch.uk/?page_id=26728.

Payment may be made via the online payment system. Alternatively a cheque made payable to Sackville School may be sent in.

Please complete the attached reply slip and return to Mrs Wogan in the LRC with payment by **Tuesday 4th October**.

Yours sincerely

Mr K Treen
Curriculum Leader, Design & Technology



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To: Mrs Wogan, LRC

I give permission for (name of student)
 to go on the Harry Potter Studios trip on Monday 17th October 2016.

I have forwarded £23.75 to Sackville School via the online payment system/I enclose a
 cheque, made payable to Sackville School, for £23.75 (please delete as appropriate).

We will use the emergency contact details we have on our database for your child for
 this trip. If however, the contact details will be different for the duration of this trip,
 please fill in the details below.

Emergency contact telephone number

Emergency contact name (please print)

Signed Parent/Carer Date

Parent/Carer name (please print)

