

**Re: Planned trip to: Cineworld Harlow.**

**Date: Wednesday 12<sup>th</sup> December 2018**

To get students into the Christmas spirit, the Creative Arts team are planning to run a visit to **Cineworld Harlow** on **Wednesday 12<sup>th</sup> December 2018** from **9am until 12.30pm** as a part of the Drop Down Day for the students at the Academy.

The students will be given the opportunity to attend a private showing of the film 'The Grinch' which is a **U Classification**.

We aim to take 100 KS3 students and an outline of the **proposed itinerary** for the visit is as follows:

- Register in the West Hall at 8.45am. Students will arrive in **full Academy uniform**.
- Students will leave the Academy at 9am and will walk to the Cinema for the 10am arrival.
- Students will be offered a snack pack. This will include popcorn, a drink and a small bag of sweets.
- Films begins at 10am and finishes at 11:30am
- Return to Mark Hall Academy for 12:15
- Students will then take part in a creative writing activity and make and post a Christmas card to a relative.

The **price** of the trip will be **£8.00 for the film and snack pack** so no additional spending money will be required.

**The trip is available to pay through School Money.** Trip allocation will be on a first come, first serve basis.

***If your child is registered with the academy for Free School Meals we may be able to offer assistance with the cost of the trip. (Please tick the FSM box on the attached consent form).***

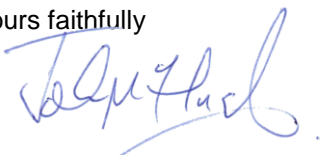
If you would like your child to take part in this trip we ask for the full payment to reach us no later than: **Wednesday 28<sup>th</sup> November 2018.**

Please complete the attached consent form and medical information and submit along with your payment, in an envelope addressed to: **Finance Office** (marking the envelope with the trip destination).

A student's participation in this trip will be dependent upon a consistent record of good behaviour and an evident commitment to their learning in the classroom. The Academy reserves the right to refuse entry to /withdraw a student from a trip if they do not meet this requirement.

If you have any further questions or concerns please do not hesitate to contact me.

Yours faithfully



**Mr. J McHugh**  
**Head of Drama**

**Principal: Mr Jonathan Fuller BA (Hons) PGCE NPQH**

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<b>CONSENT OF PARENT OR GUARDIAN FOR YOUNG PERSON'S PARTICIPATION IN ORGANISED EDUCATION/RECREATIONAL VISIT</b>
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**Re: Planned trip to: Cineworld Harlow**

**Date: Wednesday 12<sup>th</sup> December 2018**

I apply to you for a place on this visit, the details of which have been received and noted by me, for my son/daughter/ward

..... (Full Name of student)

1. a. I understand that there may be limited places available and that a reserve list will be implemented if the visit is over-subscribed.  
b. To pay the balance of monies owed for the trip to you on time according to the deadlines outlined in your letter
2. **I understand that the payment or any part of it may not be returnable unless:**  
a. I cancel the place before you incur any expenses or enter into any commitments, or  
b. The academy cancels the visit for any reason and some money remains after meeting all expenses and commitments.
3. I accept that my child must comply with academy attendance and behavior, policies and if they are withdrawn from the visit at any time prior to the trip taking place on grounds of poor behavior, or attendance, I may not receive a refund if monies have already been paid to a third party provider in compliance with their terms and conditions.
4. I also agree to members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. **I set out below any medical condition from which my child is suffering, together** with details of the treatment required.
5. I also attach details of special dietary requirements due to medical, religious or moral reasons.
6. I understand and accept that the activities in this visit will involve an element of risk. I agree and consent to my child taking part in the activities which have previously been explained to me.
7. ***I agree/disagree*** to my child being photographed and the photos being displayed on the school website, notice board, in the local press or Mark Hall Newsletter and Twitter feed.

<b>Signed: (Parent/Carer)</b>	
<b>Full name of Student:</b>	
<b>Emergency Contact Number:</b>	

**MEDICAL DETAILS WE OUGHT TO KNOW and SPECIAL DIET REQUIREMENTS?**

**My child is registered with Mark Hall Academy for Free School Meals: \*YES/NO** (*delete as necessary*)