

9 November 2018

Dear Parent/Carer

Re: Year 6 visit to Harry Potter studios

Your child will be visiting the Harry Potter Studios on **Monday 3rd December 2018**

Details for the day are as follows:-

### **ARRIVAL AT SCHOOL**

Pupils will need to arrive at school at **normal time** and go to the hall to be registered. The coaches will be leaving at **9.00am**.

### **MEDICATION**

If your child requires medication during the visit or to prevent travel sickness on the return journey, please complete the attached form. Please put the completed form and the appropriate medication in a named envelope or container and ask your child to hand this **to Mr Rowland** when we meet in the school hall. If pupils carry their own inhalers they are responsible for their safekeeping

### **FOOD AND DRINKS**

Pupils will need a packed lunch for the day and we suggest that they do not bring too many chocolate items. **Any pupils in receipt of free school meals will be provided with a packed lunch.** Pupils must not bring glass bottles or fizzy drinks of any kind. No chewing or bubble gum is allowed.

### **CLOTHING AND BAGS**

Pupils will be required to wear uniform. Pupils should bring a bag that is easy to carry with their packed lunch in. They do not need to bring anything else (except a camera, phone and money). Pupils will be carrying their own bag all day so pack lightly.

### **POCKET MONEY**

Pupils may wish to bring a small amount of pocket money and they will be responsible for its safe-keeping, we recommend no more than £15.00 (items in the shop are expensive). We will encourage the children to spend their money on a photo in the 'green room' where they can fly on a broom.

### **MOBILE PHONES AND CAMERAS**

**Pupils are permitted to bring mobile phones**, on the understanding that they are their own responsibility and we cannot be held responsible for their loss or damage and there will not be time to go back and look for lost items. They might also want to bring a camera.

### **RETURN TIME AT SCHOOL**

We expect to be back at Etonbury at approximately **4.30pm** (traffic permitting). Please do not call the School office for confirmation, we will send a text message if there is any **significant** change in time.

Stotfold Road  
Arlesey  
Bedfordshire SG15 6XS

T 01462 730391

E [etaoffice@bestacademies.org.uk](mailto:etaoffice@bestacademies.org.uk)

W [www.etonbury.com](http://www.etonbury.com)

Principal: Mr Ian Evason

***Please do not park in the lay by as the coach will need to park in this area and your child will be dismissed from the canteen/dining room.*** You will be able to park on the playground.

For the duration of the trip we expect the same high standard of behaviour as at school. Any instructions we give are in the interests of the pupils and we expect them to be followed.

We look forward to an enjoyable day.

Yours sincerely

A handwritten signature in cursive script that reads "S Rowland".

Mr Rowland  
Head of Year 6

## Etonbury Academy – Harry Potter Trip

Pupil's Full Name:

Class: .....

Date of Birth: .....

I \_\_\_\_\_ the parent/carer of the above named child with the Principal of Etonbury Academy or a deputy nominated by him to administer medicine to my son/daughter/ward in accordance with the official instructions supplied therewith and in consideration thereof, I hereby undertake to supply the necessary medicine and instructions to the Principal and to indemnify and hold harmless the Principal/his deputy and Central Bedfordshire Council against any claim of any nature whatsoever arising from the administration of the medicine.

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Signature of Parent/Carer: ..... Date: .....

Name of medicine:	
Exact dosages:	
Exact times when medicines should be administered:	
Dates when medicines should be administered:	
Name of Doctor/ Person who prescribed medicine:	