



Dear Parent/Guardian

Year 7 and Year 8 English Trip to the Warner Brothers (Harry Potter) Studios – Monday 9 October 2023

We have been lucky enough to secure tickets for a trip for 50 students from Year 7 and Year 8 to the Warner Brothers (Harry Potter) Studios on Monday 9 October 2023. We will be leaving the school at 8.15am and returning to Maiden Erlegh School in Reading at approximately 3.15pm. Students are expected to arrive at school by 8.00am to allow time to register before we leave promptly at 8:15am. Students will be touring the studios, viewing the famous film sets from the Harry Potter films and the models, drawings, costumes and animatronics which all went into the making of the films. The visit will help students to see how films are made and is particularly interesting from the point of the view of the design and technology that goes into making the films. Students will need to bring a packed lunch and drink with them, which we will eat at the studios. Should students wish to make any purchases at the studios they should bring money with them. However, please note that the school takes no responsibility for any money or purchases of students. Students will be expected to wear uniform and, as ambassadors of the school they will be expected to behave in an exemplary manner. Should we be delayed on our return to school then an announcement will be made via the school's twitter account and students with mobile phones will be asked to inform parents.

A place on this trip will be dependent on your child having an excellent behaviour record until the trip, which means no disciplinary appointments or other sanctions can be held. Failure to meet this criteria may result in your child's place on the trip being revoked and no refunds will be provided.

There will be a charge of £32.50 per student. Places on this trip will be allocated on a first come, first served basis. This payment will cover the entrance fee and travel by coach. Payment will be via Parent Pay, please make this payment by Friday 22 September. **Please note this is a non-refundable payment.**

We may be able to provide financial assistance for those students who are eligible for pupil premium funding – please note this would be a contribution towards the cost of the trip and not the full amount. If you would like to discuss this possibility, please complete the Pupil Premium Request Form on the school website which can be found [here](#). This should then be handed in to the school office, for the attention of Miss B Davies. If you are emailing this form, or would like to discuss the use of Pupil Premium for this trip, please send this to MERoffice@maidenerleghtrust.org.

Payment should only be made if you are in agreement with the conditions set out in the Parent Agreement below.

Parent Agreement

I have read the information letter regarding the above named trip and agree to my child participating. I understand that I am responsible for ensuring:

- That my child arrives for departure on time and for making arrangements for them to get home on our return.
- **Staff have up to date and accurate contact and medical details at the time of departure, and all relevant medication. Please email MERoffice@maidenerleghtrust.org if your child's medical information has changed.**
- My child has appropriate clothing and food for the trip.
- I also understand that it is my child's responsibility to make up for any missed classes or homework and to do so at an appropriate standard. I will support them to do this.
- I understand that my child's place is dependent upon them having an excellent behaviour record until the trip, with no disciplinary appointments or sanctions. Failure to meet this may result in my child's place being revoked and no refund being provided.
- I agree to the remote supervision of my child.

If your child requires any medication e.g. an inhaler, this must be brought on the trip or your child will not be allowed on the trip. A refund will not be possible if your child is unable to attend due to medication not being provided.

Please note that representing the school on a trip, fixture or at an event is a privilege and we reserve the right to withdraw that privilege for students who are persistently late to school or lessons, do not follow our uniform or behaviour policies or bring the school into disrepute in any way. Please be aware that once accepted on this trip, monies cannot be refunded unless a replacement can be found.

Should you have any queries regarding this trip, then please do not hesitate to contact me.

Yours sincerely



Miss B Davies
Assistant Headteacher