



February 2022

Dear Parent/Carer

## Unit 4 Event and Itinerary Planning - Wednesday 23<sup>rd</sup> March 2022

Students are required to plan, deliver and evaluate a trip as part of their work towards their unit 4 controlled assessment. The remaining activity planned is a visit to the Harry Potter Studios in Watford.

The day will include transport to the studio via minibus, admission to the tour and insurance for the trip. The programme will run as follows:

- Students will need to meet at the PE office at 10.30am to be registered before leaving on the school minibus
- The tour will start between 12.30pm – 1.00pm
- The tour is split into 3 sections; section 1 is an introduction which is led by the Harry Potter Studios staff. Section 2 goes through some of the sets used in the making of the films and finally, section 3 looks at how the special and visual effects team created the sets, costumes and more.

It is advised that students bring a small bag with them. Please be aware we have to go through security to enter the building and they often do bag searches. Students should ensure they only have essentials with them eg a small bottle of water/food. Students are responsible for bringing their own packed lunch and drink for the day. There is an option to purchase food and drink at the venue at an additional cost.

We aim for students to return to school around 5.30pm. However, the exact arrival time will depend upon the end time of the tour.

You are invited to make a voluntary contribution of £5.00, which will cover the cost of the day. I must, however, tell you that as the school could not bear the cost of the visit, the visit will not take place unless parents, who are able to, are willing to contribute.

Payment can be made online at [www.scopay.com/sackvilleschool](http://www.scopay.com/sackvilleschool) by Monday 14<sup>th</sup> March 2022.

Please remember that if your child is eligible for the Pupil Premium government grant we will use that to pay for the full cost of the trip. All you need to do is tick the consent box on Scopay. If, however, you would like to make a contribution towards the trip there is also facility to make payment.

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](http://www.sackville.w-sussex.sch.uk/?page_id=26728). **Peanuts or peanut related products are not allowed to be taken on any school visit.**



Please do not hesitate to contact me at [koffler@sackvilleschool.org.uk](mailto:koffler@sackvilleschool.org.uk) if you have any questions about this trip.

Yours sincerely

Miss K Offler  
**Teacher of PE and Curriculum Leader for Tourism**