

THE NORTON KNATCHBULL SCHOOL

An International School with Language and Science Specialisms



(Founded 1630)

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Headteacher: Ms S. K. Staab, BA, MA, Dip Trans

02 October 2018

SKR/cc/HarryPotterStudioEnrichment/Jul19

Dear Parents/Carers

A visit to: Harry Potter Studio Tour in Leavesden
Students Invited to Participate: Year 7
Date: 19th or 22nd July 2019
Departure Time: 7.30 am
Approximate Return Time: 5.30 pm
Mode of Transport: Coach
Cost: £32.00
Reply Date: Friday 16th November 2018

The above visit is being organised by Mrs Rowland to enable students to understand life behind the scenes in the arts and film industry. As this trip falls within our Enrichment week the purpose is to expose students to a variety of cross curricular links which exist in their education, and in particular between Art, Music, English and Drama. This trip will also feed into students learning in school as they will be doing a film based project in Music in term 6 and as a follow up to the trip, the Art department works with Y8 students in the autumn term to create a Harry Potter inspired stop frame animation. Further details of the trip, including a confirmed date and time, will be sent out later in the year. Due to the popularity of the Harry Potter Studio tour, they only hold group bookings for a short time. Hence we need to gain confirmation and payment from our students to secure our booking for July.

Students will not be required to wear full school uniform but will need to bring drinking water and a packed lunch with them, plus a camera and small sketchbook are always a good idea.

Payment can be made online via the School's Internet Payment system which is available from:

<http://www.scopay.com/nks>

If you would like to make an online payment, but have not yet been provided with login details, please contact a member of the School's Finance Team.

If you are unable to pay online payment can be made by cheque or cash. Cheques should be made payable to 'The Norton Knatchbull School' and your son/daughter's name and form, together with details of the trip should be written on the reverse. All reply slips and cash/cheque contributions should be returned in a sealed envelope to Student Reception. Envelopes containing cheques can be deposited in the drop box, however, cash payments must be made in person by your son/daughter to the Student Receptionist. No responsibility can be taken for envelopes lost because they are not handed over at the earliest opportunity. Please be advised that if there is insufficient interest in the trip, the trip will not run and a refund will be given.

PTO

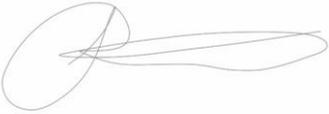


Should the trip have to be cancelled for reasons beyond the school's control, including industrial action by outside agencies or adverse weather conditions, refunds will only be made in so far as the School can claim reimbursement. Should your son/daughter withdraw voluntarily from the trip, and the school has incurred prior costs, monies already paid will not be refunded.

As the trip will be returning outside school hours, students are expected to remain with the party until collected by parents from the School.

In the unlikely event of an emergency arising on the day of the trip, between the hours of 8am and 4pm parents/carers should ring the School Reception on 01233 620045. Outside of these hours the Duty Manager can be contacted on 07795 261600.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Rowland', written in a cursive style.

Mrs S Rowland