



15th May 2024

Dear Parent/Carer,

Re: Current Year 7 - Warner Bros. Studio Tour, Leavesden – Thursday 10th October 2024

As a way of enriching our students experience of the new English curriculum, and to help to develop and enhance their understanding of plot and characterisation, the English department are pleased to be offering the chance to experience the magical tour behind the making of Harry Potter.

The trip will take place on Thursday 17th October 2024 with the tour commencing at 2:00pm. The students will be leaving school at approximately 1:10pm and the coach will be returning to school by approximately 5:30pm.

Places on the trip are extremely limited and will be allocated on a 'first come, first served' basis. The combined cost of the tickets and coach is £27.50.

Students will need to bring a packed lunch (students receiving free school meals will receive a packed lunch from the school canteen). **Please be aware, due to several students having severe Nut Allergies, we will not allow any products containing nuts on this trip, as in line with the school Nut Free Policy.** We would also kindly request that you provide your son/daughter with enough snacks/water in case of any unforeseen delays.

Please note that students will be required to wear their uniform.

Payments will need to be made online using the School Gateway website (see details attached). Please also provide EMERGENCY CONTACT details and any MEDICAL issues (if applicable) at this time. This will be available via School Gateway on Monday 1st July 2024 at 10.00am.

Please be aware that the trip will only go ahead at the discretion of the Headteacher and, where appropriate, refunds will be issued.

If you have any questions about the trip, please contact me: s.fogarty@marlborough.herts.sch.uk

Yours faithfully,

Miss S Fogarty

Second in English



How to pay online:

Log on to: www.schoolgateway.com

Select: Make a Payment

Select: **Year 7 – Warner Bros. Studios**

Follow the on screen instructions to complete the payment and please **ENSURE** that the following information is entered in the **COMMENT** box:

- **EMERGENCY CONTACT NAMES**
- **EMERGENCY CONTACT NUMBERS**
- **MEDICAL/DIETARY** information

No further information or comment is required.

It is important that we have this information for the trip leader in case of emergency and for Health & Safety reasons.

If you would like information on how to access the School Gateway system then please contact the School Office on 01727 856874.

