

Our ref: KBY

8<sup>th</sup> June 2018

Dear Parents, Carers and Students,

**Re: University of Hertfordshire – Film and Media Summer School – 23<sup>rd</sup> to 25<sup>th</sup> July 2018**

I am delighted to advise that your son/daughter has been selected to participate in the above event at the University of Hertfordshire. This is a unique and exciting opportunity that has been specially planned for a limited number of Year 10 (Year 11 in September) students. Please note the five spaces available will be allocated on a 'first-come, first-served' basis. The whole programme is free of charge to TAA students and includes (other schools will be participating):

- A two night stay at the University of Hertfordshire in Student Accommodation (Halls of Residence)
- A trip to see School of Rock in the West End, London
- How to create a Music Video from Storyboard to Filming
- Lots of other fun and creative activities

**Transport**

The University of Hertfordshire will be providing transport from The Thomas Alleyne Academy to the University in Hatfield and back to Thomas Alleyne at the end of the visit. Please note students will be dropped off in Swann Court Road as the car park gates to The Academy will be closed for the summer holidays on the dates indicated above. Please ensure arrangements are made to collect your son/daughter at the appointed times.

**Medical Care**

Students who require medication (inhalers, travel sickness tablets, etc.) please ensure this is available for the duration of the visit and that students are able to self-administer.

**Behaviour**

Please note that we are proud to be able to say that the conduct of our students on trips is always of a high standard and we are sure that this will be upheld on this visit too. As representatives of the Academy, students are expected to adhere to our code of conduct at all times and if any behaviour is deemed inappropriate during the trip, we will appreciate your support in dealing with the matter as appropriate.

If you have any questions or would like more information, please do not hesitate to contact Mrs Newbery in the first instance on 01438 344341.

Yours sincerely

*K Bailey*

Mrs K Bailey  
Associate Senior Leader and Head of Science



**REPLY SLIP – please return all completed documents together with the reply slip to Mrs Newbery in the Sixth Form Office by no later than Tuesday 12<sup>th</sup> June 2018**

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Name of student (please print) ..... Form.....

Emergency contact number and name of next of kin (please print) .....

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Any medical details of which The Academy should be aware (i.e. asthma, travel sickness, please note sixth form students are expected to bring any medication with them) including special dietary requirements, e.g. (vegetarian, vegan, other):

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Attach: UH Registration Form/Reply Slip

Signed.....(Parent/Carer) Date.....