

BSD/P:MEB/Lodge Hill Trip2017
27 September 2017

Dear Parents / Carers

**RE: A level Year 13 & Year 12 Drama Residential Weekend - Lodge Hill Centre, West Sussex
Friday 20 – Sunday 22 October 2017**

This is an opportunity for the A level Drama students to work intensely on practical units for their course. The group will spend the weekend exploring theatrical / artistic ideas and devising sequences. There will also be the opportunity for students to work with a leading professional theatre company.

In six weeks' time we shall be heading off to Watersfield in West Sussex to stay at the Lodge Hill Residential Centre where the A Level Drama & Theatre students will begin to plan, devise & rehearse work for coursework performance modules that they will be examined on later in the year. **It is essential that all students attend.** The weekend has been heavily subsidised by the department and will cost you only £96. This amount includes transportation (by coach), all meals, accommodation, rehearsal facilities and workshop fees for the theatre practitioner from Gecko. Teachers running this weekend are doing so free for charge. The deadline for payment is Friday 29 September 2017 and should be made through Parentpay.

Log in to www.parentpay.com, Click on 'View all Items' Select this item, click 'view' and choose your preferred payment option. Please note: You cannot use your PayPoint card to pay for this item. If you have a genuine reason preventing you from paying online, please contact the school to request a barcode.

TRAVEL ARRANGEMENTS

We shall be **leaving** from school at **3.00 pm on Friday 20 October 2017** and **returning** to the school by **3.30 pm on Sunday 22 October 2017**. We shall be travelling by coach and students will be asked to wear seatbelts throughout their journey. There will be limited space on the coach so students are asked to bring very little luggage (**one small bag –NO SUITCASES**). Rehearsal clothing is essential (jeans/tracksuit bottoms/T shirts/trainers) as well as a towel. All bedding is provided by the centre.

VENUE

Lodge Hill Centre
Watersfield
Pulborough
West Sussex
01798 831610

MEALS

All meals are covered in the price – from dinner on Friday evening to lunch on the Sunday before departure. There are NO shops in the area so any other food required will need to be carried in the students' luggage, however space is limited.

PERSONAL PROPERTY

There is a safe in the centre that students can use however students **MUST** be responsible for their own belongings. We urge you to encourage them **NOT** to bring valuables away with them. There will be limited opportunities for them to spend money and when working practically it would be dangerous to wear jewellery. Students will need to look after their phones, tablets or ipods etc. Other schools use the centre so students need to protect their property by keeping a close eye on it. **ALL MOBILE PHONES WILL BE SWITCHED OFF DURING WORKSHOPS**

Attached is a **medical form** which must be completed before departure. It includes any **dietary requirements and/or travel concerns** (travel sickness etc) your daughter/son might have. Also attached is a copy of the **school code of conduct** that **MUST** be signed by your daughter/son before being accepted on the trip. Please ask them to read this carefully and to note what is deemed acceptable behaviour on this visit. **Failure to comply with these arrangements could result in your daughter/son being asked to leave and for you to arrange to collect them from the centre.**

I know this is a lot of information to digest but I do urge you to read this carefully and to keep this letter in a safe place. If you have any pressing concerns regarding the trip please do not hesitate to contact me.

Yours sincerely

Ms B Doherty
Vice Principal KS5

PROVISIONAL ITINERARY

Friday 20 October 2017

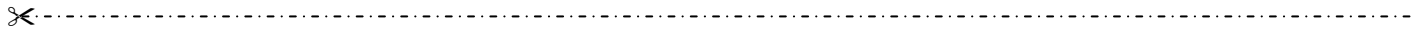
- 14.00 - Leave SHS
- 16.00 - Arrive at Lodge Hill & allocate rooms
- 18.30 – Dinner
- 19.30 – 1st Workshop
- 21.30 – Quiz Night
- 23.00 – Lights out

Saturday 21 October 2017

- 7.15 - Wake Up Call
- 8.00– Breakfast
- 10.00 – 2nd Workshop
- 11.00 – Tea break
- 11.30 – 3rd Workshop
- 12.30 – Lunch
- 14.00 – 4th Workshop
- 15.30 – Tea break
- 16.00 – 5th Workshop
- 18.30 – Dinner
- 20.00 – 6th Workshop
- 21.00 – Film Night
- 23.00 – Lights out

Sunday 22 October 2017

- 7.15 – Wake Up Call
- 8.00 – Breakfast
- 9.10 – Clear rooms and pack
- 10.00 – Final rehearsal
- 11.00 – Show time & film work
- 12.00– Lunch
- 13.00 – Depart Lodge Hill
- 15.00 – Arrive SHS



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE - REPLY SLIP

To: Ms B Doherty – Vice Principal
Re: A Level Year 13 Drama Residential Weekend -Lodge Hill Centre, West Sussex

Student Name:..... **Tutor Group:**.....

- I do / not give permission for my son / daughter to attend the above trip on Friday 20 October – Sunday 22 October 2017.
- I give / do not give permission for my son / daughter to be dismissed from the theatre.
- I have paid £96.00 via Parentpay.

Emergency contact number for staff to use:.....

Medical conditions for staff to be aware of on the day:.....

.....

Signature of Parent / Carer:..... Dated:.....

LODGE HILL
A Level Drama Residential Trip October 2017

CODE OF CONDUCT

The following document details the expected behaviour and conduct of all students between the dates of Friday 20 – Sunday 22 October 2017 whilst a member of the Drama Trip to Lodge Hill in West Sussex.

All students will abide by the following guidelines:

1. You will obey all instructions given to you by any member of staff in the party.
2. No drinking of alcohol.
3. No smoking.
4. Exceptional behaviour at all times, regardless of the situation, company and circumstances – remember you are ambassadors for the school.
5. The staff members are always aware of your whereabouts:
 - You will be aware of where the duty staff are at all times
 - You will always ensure that you report to staff at the stated time
6. After curfew (11.00 pm) you stay in your own room.
7. You do not accept lifts, bike rides, taxis whilst on the trip.
8. You will take personal responsibility for your possessions.

A breach of conduct will result in you losing privileges and might, in extreme circumstances, mean having to leave the centre. We, the staff, reserve the right to send any student home immediately if their actions place themselves or others at risk or in danger. The parents / carers of the student will collect the student should such a situation arise.

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Please sign and return to Ms B Doherty – Vice Principal

We agree to the terms and conditions of the CODE OF CONDUCT for the A/AS Level Drama Residential Trip to Lodge Hill on Friday 20 – Sunday 22 October 2017.

I..... (Student)

Signed.....

Date.....

I.....(Parent/Carer)

Signed.....

Date.....