

03 June 2026

Dear Families

### **Curriculum Enhancement Week Making a Movie - Wednesday 15 July to Friday 17 July 2026**

I am delighted that your child is taking part in the 'Making a Movie' activity at Sackville School during curriculum enhancement week. I am writing to share some information with you about this activity.

#### **Day 1 - Wednesday 15 July 2026**

The Warner Bros. Harry Potter Tour takes us to the magical world of Hogwarts. Please could students meet staff outside the student entrance at Sackville School at 8.30am. We will aim to depart promptly at 9.00am and we will arrive at the venue, at approximately 11.00am. Your child may wish to bring some money with them as, inevitably, the tour ends up in the gift shop. It is not necessary to buy anything, but students may wish to do so as a memory of the day.

Students should dress sensibly, but because it is mainly indoors, wet weather gear is not required. We ask that students bring a packed lunch and plenty to drink. Any students that are eligible for free school meals will have a lunch provided for them. **Nut related products are not allowed to be taken on any school visit.**

We will be leaving at 3.30pm and aim to arrive back at Sackville School between 5.00pm – 6.00pm, traffic and the ever-busy M25 permitting. I shall ask students to text parents once we come off the M25 to let you have a 30 minute warning of arrival back at school.

We hope that this trip to discover more about the process of creating a major motion picture franchise will be the perfect start to the week.

Please could we ask you to complete the google form [here](#) prior to the visit taking place.

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our [website](#).

#### **Day 2 and 3 - Thursday 16 July 2026 and Friday 17 July 2026**

Students should arrive at school at the normal time of 8.25am and go to D12 where they will be registered. On the first production day (Thursday), students will have a brief explanation about film language and then they will be split into smaller 'production units' to plan (storyboard) and shoot a short film from a provided script.

The final day (Friday) will be post-production. With the footage filmed the day before, the production units will split again into two smaller groups, one to edit and the other to create the marketing campaign (film poster). By the end of day two all production units will be able to screen their short film and present their film poster.

Students can wear their own clothes for these activities.

Yours sincerely

Mr Graeme Scarfe  
**Curriculum Team Leader Film and Media and Trip Leader**