

16 June 2026

Dear Families

## Curriculum Enhancement Week - Animation Studio

We are excited about the opportunity for your child to participate in the upcoming animation studio activity during CEW and our visit to Chocolate Films in London for an animation workshop. These three days, including the trip to London, offer a fantastic opportunity for students to learn all about animation and will give them a chance to work in a professional studio environment where they can develop their creative skills. While Wednesday 15 July is our London studio day, the other two days of the program will be school-based. During these two days, students will be in school putting the techniques they learned at the studio into practice and finalising their own animation projects.

### Three-Day Program Overview

This trip is the anchor event of a broader, cohesive three-day creative project. The itinerary for the week is as follows:

- **Day 1 (London Studio Day - Wednesday 15 July 2026):** The trip to Chocolate Films for hands-on filming, software usage, and professional production
- **Day 2 (In-School):** Further exploration of animation principles, concept development, and initial storyboarding
- **Day 3 (In-School):** Post-production, editing, finalising the animation projects, and a showcase of the students' completed films.

### Trip Details

- **Date:** Wednesday 15 July 2026
- **Location:** Nine Elms Studio, 66 Ponton Road, London, SW11 7BA
- **Staff Lead:** Ms Sam Colburn

### Itinerary and Travel

We will meet at East Grinstead Train Station at 9.00am to travel by rail into London Victoria. From there, we will complete the final leg of the journey via the tube to reach the Nine Elms Studio.

- **Workshop Starts:** 11.00am
- **Workshop Ends:** 4.00pm
- **Return:** We will travel back via the tube and train, arriving at East Grinstead Station around 6.00pm
- **Dismissal:** Students will be dismissed directly from East Grinstead Station to make their own way home. If you intend to pick your child up from the station personally, please contact me in advance to let me know.

### Lunch and Refreshments

- **Packed Lunch:** Students must bring a packed lunch and a drink for the day. **No peanut or nut related products are allowed to be taken on any school visit**
- **No Shop Access:** Please note that there will be no opportunity for students to buy food or drinks during the trip, as we will be working through a structured schedule

- **Free Time:** There is no scheduled free time or unsupervised time in London; students will remain with staff for the duration of the visit.

### **Activities**

During the day, students will:

- Receive an introduction to professional animation techniques
- Work in groups to storyboard and create their own films using equipment like lightboxes and Dragonframe software
- Add music to their final animations and watch their work on the big screen at the end of the session.

### **Clothing, Attire, and Weather Preparation**

Students are not required to wear school uniform for any of the three days, including for the trip. Instead, they should wear comfortable, practical casual clothes. On the trip, we will be walking between stations in July, please check the weather forecast on the morning of the trip. If hot and sunny, please ensure your child has applied sunscreen before leaving the house and brings a hat. In the event of typical British rain, please ensure they bring a waterproof jacket.

Please ensure your child brings any necessary personal medication (such as inhalers or hayfever tablets) as indicated on their school medical record with them.

### **Attendance Expectations**

Please note that this workshop is a compulsory part of the CEW curriculum. Full attendance is expected across all three days of the program, just as it would be for a standard school week. If your child is unable to attend due to illness, please follow the standard school absence reporting procedure.

We look forward to a highly creative three days.

Yours sincerely

Ms Sam Colburn  
**Activity Leader**