

18 September 2017

Dear Parents

### Consent for Educational Trips and Visits

In an attempt to simplify the paperwork that we ask you to fill in, we are asking you to complete a General Consent Form to cover consent in principle for all non-residential trips and school visits during the 2017-18 academic year.

The attached new General Consent Form is intended to enable you to give your consent in principle for your son/daughter to attend all non-residential trips and visits away from school that take place as part of the normal functioning of the school and delivery of the curriculum during the academic year 2017/18. This includes visits within the school day, visits that may depart before the start of school, visits that may return after the end of the school day.

### Information about Educational Trips and Visits

- All trips and visits are organised according to the requirements of our Educational Visits Policy which may be found in the Key Information section area of the school website.
- You will receive information (through letters sent by email) about trips on which it is planned to take your son/daughter where these take place in or out of normal school hours.
- These letters will also be available on the school website and a hard copy will be available from the 'whirly gig' situated in the front entrance. You will only be sent a hard copy of a visit letter where a voluntary contribution is required.
- This information will be sent to you by the member of staff organising the trip, and will include details of departure/arrival times, items that need to be brought, accompanying staff and contact details.
- There will be no requirement to reply to each such letter with separate consent for trips that fall within the scope of the General Consent Form. You will not be asked for further consent for each individual trip.
- All trips and visits are covered by the Local Authorities School's insurance scheme.

### Medical Information and Contact Details

The General Consent form asks at this point for contact details to be used in relation to trips and visits. Medical information affecting your son/daughter that those organising visits away from school should be aware of, will be used from the Schools Management Information System. Please note that we will no longer be asking for this information separately in connection with each and every trip covered by the General Consent form. We would therefore ask that you undertake to let us know if such information changes in order that our records remain up to date.

### In Summary

In order that we may operate our visits programme smoothly from the start of term I would be grateful if you could complete the attached paperwork and return it to the office by Monday 25th September **2017**.

Yours sincerely

D McCutcheon  
School Business Manager