

Dear Parent/Carer

In line with guidance issued by the Department for Education earlier this year, we have reviewed our procedures for the organisation of school visits and other off-site activities.

Please complete the attached annual consent form to indicate you are happy for your child to take part in school trips/other off-site activities and be given first aid or urgent medical treatment during the school trip or activity as considered necessary by the first aider or medical authorities present. This consent will cover your child's participation in school visits and other offsite activities which may include adventure activities, residential visits and offsite sporting fixtures during and outside the school day.

Additional written parental consent will not be requested from you for the majority of off-site activities offered by the school. For example, a visit within the local area as such visits are part of the school's curriculum and will usually take part during the normal school day.

For visits or activities during the school day within the local area you will be advised in advance via a note in the student planner. For visits or activities that are held not within the school day, are residential, involve hazardous activities or are not within the local area, you will be informed in advance in writing and your written consent will be requested. As payment by Parentpay is our preferred method of payment for educational visits it will be possible to indicate your consent for these types of visits via the Parentpay website at the time of payment.

In the event that you wish to withdraw your child from a specific visit or activity offered by the school please confirm your wishes in writing via either the student planner or by letter.

It is vital that you inform the school office as soon as possible if there are any changes to any medical condition your child may have and to ensure the school office is informed of any changes to the emergency contact details they hold.

We have included a summary of the insurance cover for your information.

We would be grateful if you could complete the attached annual consent form and return to the school office.

Yours sincerely

Mr D Taylor
Executive Headteacher