

## Worked Example - Day Excursion involving Adventure Activities

Parkhead High School  
White Street,  
New Town  
1<sup>st</sup> May 2023

Dear Parent / Guardian

### Canoeing Excursion on Union Canal

Your child has been offered the opportunity to take part in a canoeing excursion on Union Canal as part of their canal project this term.

**Excursion Leader:** Mrs Smith  
**Date of Activity:** **Tuesday 16<sup>th</sup> May 2023**  
**Location:** Union Canal  
**Travel:** Via minibus. The Outdoor Activity Service will collect children from school  
**Timing:** **Leave school at 09:30 and return by 15:00**

The activity is being run by the Outdoor Activity Service, who holds the required licence to deliver Adventure Activities, and will be operating to standards laid down by the Local Authority.

The qualified instructors leading the sessions will ensure that the risks associated with canoeing are minimised and that your child has the appropriate safety equipment. However we hope the activity will challenge your child, and give them valuable experience in dealing with different circumstances.

There is insurance cover for all educational trips through the Council's Excursion Policy.

The nature of the activity could result in your child getting cold and / or wet during the activities, so please ensure that they have the following items with them on the day:

- Packed lunch and water bottle  
Towel
- A change of clothing
- A change of footwear

To wear on the day:

- Long sleeved top, fleece or sweatshirt, track suit trousers or similar, pair of old trainers, baseball cap or other hat with a brim
- Waterproof jackets will be provided

In order for your child to be able to take part in the canoeing session please complete and return the attached consent form.

Yours sincerely

**Excursion Leader**