

## Worked Example 1 – Information Letter for Residential Excursion involving Adventure Activities

East Hill Primary School  
Canal Road  
East Town

6<sup>th</sup> February 2023

Dear Parent / Guardian

### Excursion to High Point Outdoor Education Centre

The school plans to organise an educational excursion for P6 pupils to High Point Outdoor Education Centre from **Monday 26th June to Friday 30th June 2023**.

The purpose of this excursion is to encourage pupils to develop their team-building and leadership skills. The activities will vary but may include:

- Orienteering
- Shelter building
- Bush-craft
- Campfires
- Walking
- Canoeing
- Cycling

Pupils will travel to High Point Outdoor Education Centre by coach and accommodation will be in shared rooms at the centre. Bedrooms will be organised prior to arrival to ensure that all pupils are comfortable with whom they will be sharing and if appropriate, alternative arrangements made to accommodate any special requirements.

Please note:

- Some of the sessions will involve your child in preparing, lighting and maintaining a campfire. There will be strict rules to be followed to ensure safety on these occasions.
- We will be going out in all weathers – your child may get wet, cold and muddy but will be provided with waterproof clothing if required.
- Some activities may involve your child using tools (mallets, spades, bush saw etc.) but they will always be adequately trained and supervised.
- For specialised sessions (canoeing, cycling, etc.) your child will be provided with any specialist equipment they might require.
- Pupils will be given boundaries that they need to work within, but there will be occasions where they are out of sight of staff.

All activities will be run by the instructors from High Point Outdoor Education Centre, which holds the required licence to deliver Adventure Activities.

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

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

Participants will be given clear guidelines on standards of behaviour expected throughout the residential excursion and it is important that these are fully understood by participants and parents. In extreme circumstances of misbehaviour, participants may have to be returned home and parents/guardians will be responsible for any costs incurred.

Nearer to the time of the excursion parents will be invited to an information evening to discuss contact details, safety information, and advice on what your child will need to bring etc. A specific itinerary of events for each day of the excursion will also be issued to parents in due course.

**The combined cost of the excursion – coach, accommodation, activities, packed lunches, breakfasts and evening meals in the centre – will be £360.** Your child may also bring with them a maximum of £20 spending money for the week.

If you are interested in your child participating in this excursion to High Point Outdoor Education Centre, please complete and return the 'Expression of Interest' tear-off slip below by **17<sup>th</sup> February 2023**.

Details of the payment plan for this excursion will be issued in the coming weeks. If you have any further questions about this excursion, please contact the school by phoning the office.

Yours sincerely

Mrs Mackenzie, P6 Teacher  
**Excursion Leader**

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### **Expression of Interest in Excursion to High Point Outdoor Education Centre**

I am interested in my **\*son / daughter** (\*Delete as appropriate) taking part in the excursion to High Point Outdoor Education Centre from Monday 26th June to Friday 30th June 2023.

Participant's name:

Parent / Guardian name:

Relationship to participant:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Worked Example 2 - Consent Letter for a Residential Excursion involving Adventure Activities with details of payment plan

East Hill Primary School  
Canal Road  
East Town

6<sup>th</sup> February 2023

Dear Parent / Guardian

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Please note:

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- We will be going out in all weathers – your child may get wet, cold and muddy but will be provided with waterproof clothing if required.
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The qualified instructors leading the sessions will ensure that the risks associated with the activities are minimised and that your child has the appropriate safety equipment. However, we hope the activities will challenge your child, and give them valuable experience in dealing with different circumstances.

There is insurance cover for all educational trips through the Local Authority's Excursion Policy. Participants will be given clear guidelines on standards of behaviour expected throughout the residential excursion and it is important that these are fully understood by participants and parents. In extreme circumstances of misbehaviour participants may have to be returned home and parents / guardians will be responsible for any costs incurred.

**The combined cost of the excursion – coach, accommodation, activities, packed lunches, and breakfasts and evening meals in the centre – will be £360.** Your child may also bring with them a maximum of £20 spending money for the week.

The payment plan will be as follows:

- Deposit of £60 will be due on 10<sup>th</sup> March 2023 (non-returnable)
- Second instalment of £100 will be due on 7<sup>th</sup> April 2023
- Third instalment of £100 will be due on 5<sup>th</sup> May 2023
- Fourth instalment of £100 will be due on 2<sup>nd</sup> June 2023

In order for your child to take part in this excursion please complete and return the attached consent form and return it with a £60 deposit by **10<sup>th</sup> March 2023**. Cheques should be made payable to "East Hill Primary School".

If you have any further questions about this excursion, please contact the school by phoning the office.

Yours sincerely

Mrs Mackenzie, P6 Teacher  
**Excursion Leader**