

WORKED EXAMPLE PRIMARY SCHOOL DAY VIST – PARENTAL INFORMATION

**Sample Primary School
Sample Address**

Dear Parent/Guardian

Primary 7 trip to the National Museum of Scotland

As part of our topic this term on Scottish History we have organised a visit to the **National Museum of Scotland in Edinburgh on Friday 8th April 2023.**

Travel will be by coach leaving at 9am and returning at 3pm.

Your child will need to bring a packed lunch and wear school uniform. There will also be an opportunity to visit the museum shop so your child may wish to bring a small amount of money (£5 maximum.)

During the visit we will initially be exploring the museum in small groups with an identified adult leader but during the afternoon pupils will get the chance to revisit an area of their choice with a partner. A member of staff will be present in all of the areas pupils will be given access to and clear instructions will be given about where to meet.

All aspects of this off-site visit are covered by Sample Council's insurance.

You have previously given consent for your child to take part in off-site visits as an integral part of their curriculum so we will assume consent unless you tell us otherwise. If you have any questions or concerns regarding the visit please get in touch.

If there is specific medical or personal information that you have not already provided, that might affect your child during the trip, please let us know.

We will assume that the emergency contact details you have previously provided are the ones to use for this trip. If this is not the case please contact the school office.

Yours sincerely

Head of Establishment