

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

East Hill Primary School
Canal Road
3rd 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. Allocation of rooms will ensure that all pupils feel comfortable with their sleeping arrangements and staff bedrooms will be located nearby to enable appropriate supervision.

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, who hold 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.

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, and breakfasts and evening meals in the centre – will be £160. 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 **17th 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

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 Tow
3rd 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. Allocation of rooms will ensure that all pupils feel comfortable with their sleeping arrangements and staff bedrooms will be located nearby to enable appropriate supervision.

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, who hold 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.

The combined cost of the excursion – coach, accommodation, activities, packed lunches, and breakfasts and evening meals in the centre – will be £160. 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 £20 will be due by 24th February 2023
- Second instalment of £40 will be due by 30th March 2023
- Third instalment of £50 will be due by 30th April 2023
- Fourth instalment of £50 will be due by 27th May 2023

In order for your child to take part in this excursion please complete and return the attached tear-off slip and return it with a £20 deposit by **17th February 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

Parental Consent for Excursion to High Point Outdoor Education Centre

I agree to 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**.

I am aware of the cost of this excursion, and I agree to the payment plan.

I enclose a deposit of £20. (Cheques should be made payable to "East Hill Primary School").

I am aware that I will be required to complete and return a parental consent for in order for my child to take part.

Name of pupil:

Signed:

Relationship to pupil:

Date: