

Worked Example 1 – Information Letter for a Residential Excursion

West Hill High School
Ferry Road
West Town

3rd February 2022

Dear Parent / Guardian

Excursion to London

The English Department plans to organise an educational excursion to London from **Monday 19th June to Wednesday 21st June 2023**.

The purpose of this excursion is to take part in various activities relevant to pupils' study of drama and film in English including: **two West End shows, the Warner Bros. Studio Tour: The Making of Harry Potter, the Theatre Royal backstage tour and the London Bridge Experience**.

Pupils will travel to London by coach and we will have exclusive use of the coach whilst staying there to travel between activities. Accommodation will be at a hotel in Central London.

As far as possible the participants will be constantly under the supervision and control of a member of school staff and if engaging in activities they will be under the supervision of an appropriately qualified person. Your child will not be involved in activities with particular requirements.

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 on each day of the excursion will also be issued to parents in due course.

The combined cost of the excursion – coach, accommodation, tickets for each activity, breakfast in hotel and evening meals– will be £327. Your child will also need to bring money with them to buy: food and drink at service stations on the coach journey, lunch on Tuesday 20th June and Wednesday 21st June and any extra souvenirs or shopping items they might wish to purchase.

While engaging in an educational excursion your child will be covered by the Local Authority's Education Excursion Insurance Policy, details of which are available from the organiser of the excursion.

If you are interested in your child participating in this excursion to London, please pay a deposit on ParentPay by 18th February 2022 and if allocated a place you will be given a consent form to complete. If your child is not allocated a place your deposit will be returned.

Confirmation of places and 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, Head of English
Excursion Leader

Worked Example 2 - Consent Letter for a Residential Excursion with details of payment plan

West Hill High School
Ferry Road
24th February 2022

Dear Parent / Guardian

Excursion to London

The English Department educational excursion to London will run from **Monday 19th June to Wednesday 21st June 2023**. The purpose of this excursion is to take part in various activities relevant to pupils' study of drama and film in English including: **two West End shows, the Warner Bros. Studio Tour: The Making of Harry Potter, the Theatre Royal backstage tour and the London Bridge Experience.**

Pupils will travel to London by coach and we will have exclusive use of the coach whilst staying there to travel between activities. Accommodation will be at the Parkview Hotel, Central London.

As far as possible the participants will be constantly under the supervision and control of a member of school staff and if engaging in activities they will be under the supervision of an appropriately qualified person. Your child will not be involved in activities which require specific skills.

Participants will be given clear guidelines on standards of behaviour expected throughout the residential 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 on each day of the excursion will also be issued to parents in due course.

The combined cost of the excursion – coach, accommodation, tickets for each activity, breakfast in hotel and evening meals – will be £327. Your child will also need to bring money with them to buy: food and drink at service stations on the coach journey, lunch on Tuesday 20th June and Wednesday 21st June and any extra souvenirs or shopping items they might wish to purchase.

The payment plan will be as follows:

- Deposit of £50 will be due on 18th February 2022
- Second instalment of £77 will be due on 31st March 2022
- Third instalment of £100 will be due on 29th April 2022
- Fourth instalment of £100 will be due on 31st May 2022

In order for your child to take part in this excursion you are required to pay the deposit on ParentPay and if not allocated a place this will be refunded.

While engaging in an educational excursion your child will be covered by the Local Authority's Education Excursion Insurance Policy, details of which are available from the organiser of the excursion.

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

Yours sincerely

Mrs Mackenzie, Head of English
Excursion Leader