

Worked example: Routine and Expected parental information and consent

For visits of a routine nature, it is adequate to gain parental consent at enrolment for the duration of attendance at an establishment. Alternatively, establishments may decide to gain consent on an annual basis. A worked example of an annual consent letter is provided below:

Loch View Primary School

Address

Date

ANNUAL CONSENT FOR ROUTINE OFF-SITE VISITS

Dear parent/guardian

Routine off-site visits

It is our policy to put classroom studies into “real” situations whenever possible. Our aim is to give our children practical experience, making learning more relevant and exciting. It also keeps us all more active and gives us the opportunity to work in small groups on a wide variety of tasks.

Range of activities

We regularly use Moss Bank and Jake’s Field which are next to the school for younger pupils and walk to Green Loch Park and The Dark Wood which are no more than 10 minutes from the school with the older classes. We use these venues for a wide range of activities covering all areas of the curriculum.

Supervision arrangements

We always send several adults with each class in order to make sure they are looked after in line with our authority’s requirements. If you are interested in becoming one of our helpers on these occasions, please let us know.

Insurance

Anyone participating in a school visit is automatically covered by the authority’s insurance. We can give you a copy of this if you want to see it.

J. Newton

Headteacher

Please complete and return the attached consent.

-
- I have read the information provided regarding routine off- site visits.
 - I give permission for my child to go off-site on a regular basis as part of the school curriculum and understand that this may involve them in a wide range of activities.
 - I understand that my child will always be adequately supervised, as per the Local Authority guidelines, and that whilst off-site they are covered by the Council’s insurance.

Name of child:

Date of Birth:

Name of parent/guardian:

Relationship to pupil:

Signature:

Date: