



Ordsall Primary School

Ordsall Road, Retford, Nottinghamshire, DN22 7SL

Head Teacher: Karl Hopkinson

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Dear Parents/Carers

Routine Off-site Visits

To support their work in school your son/daughter may have the opportunity to take part in off-site visits throughout the year. The purpose of this letter is to bring you up-to-date with current legislation and I would therefore ask that you return the reply slip to acknowledge receipt of this letter and to give your permission to attend local off-site visits during this school year.

Events classed as routine

Events that could involve your son/daughter over the school year may include visits to local places of interest, visits to All Hallows Church, musical concerts at various venues and field studies local to the school. A programme of sporting fixtures is being arranged for matches both home and away. Should your child be selected to represent the school at any time, this too is classified as a routine event.

Consent

No specific medical/consent forms for this type of routine activities is required.

Transport

Depending on circumstances, we may walk to a location. In exceptional circumstances, an adult's car may be used (only with the correct insurance cover).

Supervision

Pupils will always be supervised in accordance with the rules and procedures of the school and the LA. Pupils will be given clear guidance at all times and they will be reminded of the standard of behaviour that is expected of them.

For all other visits, i.e. those for which we have to make a charge, a separate letter and consent form (EV4) will be issued.

Yours sincerely

Headteacher

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Parents' acknowledgement of receipt of letter / permission – routine off-site visits.

(By signing this letter you also agree that should the need arise, we have your permission to transport your child in a staff members car)

Name of pupil _____ Class _____

Signature _____ Name of parent/carer _____

Emergency Contact No: _____