



Catholic Primary School

**ACHIEVING EXCELLENCE TOGETHER**

*Inspiring independent learners with Jesus by our side*

February 2020

Dear Parent/Carer,

**SCHOOL TRIPS, LOCAL OUTINGS & OTHER OFF-SITE ACTIVITIES**

We often arrange school trips and other off-site enrichment activities which take place during the school day and are part of your child’s education at school, including sports events, high school visits, walks in the immediate locality of the school e.g. St Bede’s Church, woodlands, shops. Previously, when we have left the school we have always requested a signed permission slip. Moving forward we will now only request written permission for residential visits or trips/activities which are outside of the school day.

**Please note the following important information:**

- The trips and activities include:
  - All local visits which take place during the school day
  - Off-site sporting fixtures which take place during the school day
  - Educational visits which take place during the school day
- The school will send information about each trip or activity before it takes place
- If required, first aid or medical treatment will be administered during the trip/activity
- You can, if you wish, inform the school in writing that you do not want your child to take part in any particular school trip or activity

All MEDICAL INFORMATION is available on the Annual Data Collection sheet. If there are any changes to personal details or medical updates, please inform the school office as soon as possible.

Please can you complete and return the attached slip to acknowledge receipt of this letter.

Yours sincerely  
Louise Conlon  
Head Teacher

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**SCHOOL TRIPS, LOCAL OUTINGS & OTHER OFF-SITE ACTIVITIES**

I acknowledge receipt of the above letter in respect of my child/ren:

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Year Group/s .....

Signed..... Date.....

Name..... Parent/Carer