

23 November 2009

Dear Parents

On occasions, classes or groups of children are taken off the premises to local places of interest but do not require transport. Your permission for such visits is always required and this sometimes causes administrative problems, when permission slips are not returned and parents cannot be contacted. To solve this problem we propose that parents sign one permission slip for such visits to cover the academic year. As a matter of course parents will still be notified of such visits out of school. Please note this slip does not apply for any visits requiring transport.

We ask that all parents sign and return this slip as soon as possible.

Your co-operation is much appreciated.

Yours sincerely

M Gilmore
Headteacher

I give permission for my child _____ to attend visits in the locality not requiring transport, provided local authority guidelines are followed by the school. This permission is for the academic year September 2009 to July 2010.

Signed _____ (Parent/Guardian)