



Topcliffe Primary School

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CEO: Mr I Lowe B.Ed. Hons

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September 2017

Dear Parents and Carers

Re: Short or Local Area Educational Visits and Outdoor Education

In order to enhance our children's learning and enjoyment it is often necessary to take the children out of school on educational trips and excursions, locally or further afield.

An Educational Visit is defined as any trip that takes children and young people away from their normal place of learning to another location, in order to develop or enhance learning. The more traditional term, often heard is, the 'school trip.'

Outdoor Education is an approach to learning that makes planned, regular and effective use of experiences outside the classroom to excite, motivate and challenge children and young people. Due to this approach, the immediate locality and areas further from school are more frequently and progressively used as resources for learning.

At Topcliffe, staff regularly plan to take children out of school on short visits to the local area to enhance the children's learning experiences. However, in order to take children out of school, staff are required to write and send out letters and then collect consents before any trip is allowed to commence. As you can imagine, this is time consuming and costly for the school and is also time consuming for many Parents/Carers, especially when more than one child is attending the school.

Therefore, to make the organisation and running of local and short trips more manageable and less bureaucratic we would ask Parents/Carers to complete the yearly consent form that accompanies this letter. This consent will only need to be completed at the beginning of each new academic year and should be completed for **each individual child**, even if you have more than one child attending the school. Once completed consent forms are returned to school your child will be allowed to participate in short or local area trips.

Each completed consent form will cover your child for the academic year and will allow short and local trips to commence, without the need to continually send out or bombard Parents/Carers with letters demanding consents for short and local trips.

A short or local trip will be classed as any trip or visit to Castle Vale Community Park, Castle Vale Secondary School, Castle Vale Library, Castle Vale Swimming Pool, Sainsbury's and Local Businesses within 2 miles of the school. The children will either walk to each venue or be transported to these venues via minibus.

In addition, we may also take your child to either Plantsbrook Nature Reserve or Pype Hayes Park. It is intended that the yearly Parent/Carer consent will cover these visits. However, you will receive a small slip from your child's class teacher to inform you that a trip to either of these venues is to take place.

As stated, the yearly Parent/Carer consent form is to allow more short or local visits to take place without the bureaucracy associated with planning school visits. **Parents/Carers should be aware that this form is for short and local visits only.** For residential trips or visits or trips further afield Parents/Carers will still receive specific letters and consent forms.

Finally, all staff who accompany educational and outdoor trips from Topcliffe School have received training and all understand the need to manage and effectively risk assess each trip before a group leaves our school.

All we ask each Parent/Carer to do is, return the completed form to school as soon as possible to enable your child to participate in any Local or Short Visits.

We also stress the need for Parents/Carers to keep the school office up to date and informed of any changes in their contact details.

Yours sincerely

L Hedley

Mrs L Hedley
Headteacher

TOPCLIFFE PRIMARY SCHOOL
YEARLY PARENT/GUARDIAN CONSENT FORM
FOR
SHORT OR LOCAL AREA EDUCATIONAL VISITS
AND OUTDOOR EDUCATION
2017/2018 ACADEMIC YEAR

Child's Name:..... Class:.....

1 I agree to my son/daughter taking part in Short or Local area visits that have been advised to us in advance and, having read the letter that accompanies this form, I agree to his/her participation in any short or local educational visit. I acknowledge the need for obedience and responsible behaviour on his/her part. I acknowledge and give consent for my child to walk to a venue or be taken to a venue by Minibus.

2 Does your son/daughter suffer from any conditions requiring medical treatment, including medication? If YES, please give details:

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If your child has been in contact with any contagious or infectious diseases or suffered from anything in the 4 weeks leading up to any school trip that may be or become contagious you must inform the school immediately.

Is your child allergic to any medication? If YES, please specify.

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Has your child received a tetanus injection in the last 5 years? YES/NO

I agree to contact the school if any of the above details change or if I have changed any of my contact details.

In the event of a serious injury the school will firstly take steps to ensure your child is safe and receiving the appropriate medical treatment. We will then make every attempt to contact the parent. The decision to offer treatment will be made at the discretion of the medical staff to relieve pain or prevent permanent injury, otherwise consent will be sought by health staff.

Signed:Parent/Carer

Date:

Please return the completed form to the school office as soon as possible to enable your child to participate in any local visits.