

September 2018

Dear Parent

Thank you for completing and returning the data collection sheet sent to you recently, this is the information we would use if we needed to contact you in the context of a trip, visit, match, rehearsal or other extracurricular event. It is vital that we have accurate records of medical conditions and parent contact details for the safe supervision of your child and so would request that you immediately contact the school office with any amendments to these details. We are now writing to advise which level of parental consent we will seek for the various types of school event.

For all events, you will receive written details from school and you are always welcome to seek further advice if you feel this is necessary for your informed consent or to opt out of a visit or event.

We will not normally seek written consent for the following events or trips:

- Trips which occur completely within normal hours of the school day
- Routine sports fixtures
- Music concerts that are on or close to the school site
- Prizegiving
- Founders' Day
- Open Events

We will ask for written consent for the following:

- Trips and visits which occur partially or wholly outside normal hours of the school day

We will ask for extended written consent for the following:

- Day visits which involve an adventure activity
- All residential visits

Our aim with this procedure is to run an efficient system that ensures supervising teachers have accurate, up to date information for use if necessary. If you have any questions regarding this, please contact either of us at school.

Yours sincerely

A. Dennis



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Headmistress: **Mrs J Anderson BA PGCE Med**

Headmaster: **Mr D Cassidy BSc**

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