



10th May 2017

EDUCATIONAL VISITS

Dear Parents/Carers

I am writing to you to inform you about some changes in the procedures when we take children out of school for educational visits or other activities.

Currently we ask parents to provide consent for educational visits as part of the 'ParentPay' service. However, in order to ensure that we have the most up-to-date information about your children in case of emergency, we will be adjusting this process. In future, we will ask for written consent from you as part of the information letter we send out to inform you about a visit. Attached to this will be a form asking for up-to-date contact information, basic medical information and specific consent for medical treatment in case of an emergency.

I fully appreciate that this change will mean that providing us with the information we need will be a little more time consuming, however the changes will bring our practices in line with the other Trust schools and ensure that we always have the most current information to take with us on trips. This will always be useful but might be invaluable in case of emergency.

We are committed to providing children an inspiring educational journey and hope that these changes will enable us to provide a wide range of experiences whilst making sure we have all the information we need for every eventuality.

Yours faithfully

Mr D Horrigan
Executive Principal (MLT Primaries)