

The Devonshire Hill Nursery & Primary School

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Monday 13th June 2016

Dear Parent/Carer,

School Family Nursery Trip to Southend-on-Sea

We are organising a trip for Nursery pupils and their parents on **Wednesday 20th July 2016** to **Southend-on-Sea**. The purpose of this letter is to provide full details of this forthcoming trip to you.

Departure time: 9am sharp (parents are required to be in school by 8.45am).

Return time: 2:00pm (aiming to arrive back at school for 3:30pm). Please note that we will not be waiting for any parents that are late back to the coach and they will be required to make their own way back to school.

Transportation arrangements: We will be travelling by coach, using Davian Coaches.

Supervision arrangements: Parents will be required to take full responsibility of supervising their own child(ren). Parents that are accompanying their child on the trip are required to read, sign and return the *Off-Site Visits Volunteer Agreement* form that is attached and follow any guidance from school staff.

Staff: Children under direct staff supervision will be on a maximum of 1:3 ratio in line with school policy.

Cost: The cost of the trip will be £10 *per seat*, so £10 for you plus £10 for your child. Please make payment by Wednesday 15th June.

Special requirements:

Clothing - please bring a spare set of clothes and a towel.

Packed lunch required for children.

Parents may bring money to buy food or souvenirs etc.

Photography: Parents may take photos of their child only.

Please complete the consent form below indicating if your child is able to take part in this trip and that you have read and understood the instructions above.

Consent form section

I give permission for my child to attend the Southend-on-Sea trip on Wednesday 20th July 2016.

I have read and understood the terms and conditions of the trip and agree to adhere to the instructions.

Child's name..... Class.....

Medical details.....

Parent /Carer phone number.....Name.....

Parent signature.....Date.....

