

Dear Parents/ Carers

### Consent for Regular Out-Of-School Visits/ Activities 2023/24: Eagle Community Primary School

In an attempt to simplify the paperwork that we ask you to fill in, we ask you to complete a General Consent Form to enable you to give your consent in principal for your child to attend all non-residential trips and school visits that take place as part of the normal functioning of the school and delivery of the curriculum during each academic year. This includes visits within the school day, visits that may depart before the start of school and visits that may return after the end of the school day.

#### Information about Educational Trips and Visits

- All trips and visits are organised according to the requirements of our Educational Visits Policy which may be found in the “Key Information” section area of the school website.
- You will receive information (through letters sent either by email or by hard copy) about trips on which it is planned to take your child where these take place in or out of normal school hours.
- These letters will also be available from the School Office and on the school website. You will only be sent a hard copy of a visit letter where a voluntary contribution is required.
- This information will be sent to you by the member of staff organising the trip, and will include details of departure/arrival times, items that need to be brought, accompanying staff and contact details.
- There will be no requirement to reply to each such letter with separate consent for trips that fall within the scope of the General Consent Form. You will not be asked for further consent for each individual trip.
- All trips and visits are covered by the Local Authorities School’s Insurance Scheme.

#### Medical Information and Contact Details

Medical Information affecting your child that those organising visits away from school should be aware of will be used from the School’s Management Information System. We do not ask for this information separately in connection with each and every trip covered by the General Consent Form. We ask therefore that you let us know if such information changes in order that our records remain up to date.

#### In Summary

In order that we may operate our visits programme smoothly from the start of term I would be grateful if you could complete the attached paperwork and return it to the office asap.

Yours sincerely

D McCutcheon  
School Business Manager