



PARENT/GUARDIAN INFORMATION LETTER

School Phone:

Date

Please keep this form at home for your information

Dear Parent/Guardian:

As an extension of the curricular program, the _____ is/are planning an excursion.

Location: _____ Activity: _____

Date(s)/Time(s) Leaving the School: _____
Date(s)/Time(s) Returning to School: _____
Transportation Method: _____

Non-Staff Volunteers/Drivers _____ be participating in this activity.

The cost per pupil for the excursion is _____

Students are required to bring: _____
The excursion is part of the regular school program. It is intended the students will learn: _____

Expectations regarding student behaviour are the same as those for the regular school day. While we do not anticipate any problems, any serious breach of the School Code of Conduct on the part of the student may result in the student being sent home at the expense of the parent/guardian and further disciplinary action may be imposed.

Student information contained in your child's school records will be taken along on the excursion and will be used only in the case of an emergency. Please ensure the following elements in your child's student information record is up-to-date. **Notify the school office immediately of any changes:**

- *Parents/Guardians and Home Address/Phone Numbers*
- *Emergency Contact Names/Phone Numbers*
- *Medical/Health Concerns*

We are looking forward to an exciting and educationally enriching excursion. Please indicate your acceptance of the conditions outlined above by completing and returning to the school the attached consent form by _____

Volunteers _____ Volunteer Drivers _____ are needed. Please contact your child's teacher if interested.

Please contact your child's teacher or the School Principal if you have any concerns or if your child requires any special accommodations for this activity.

Sincerely,

(Teacher in Charge)

(Principal)