

Without prejudice
Sample Introductory Letter to Parents

(1)

Dear Parent (s) / Guardian (s),

The school is organising a - day visit to for the pupils in year(s)....., leaving on

The price has been kept as reasonable as possible, namely £..... including coach, ferry, Pupils will need a passport - details of the possible options are available from the Party Leader, namely Pupils will also need to supply meals for the outward journey (this could be all packed meals) and Spending money is also needed, of course.

A full programme of activities will be offered whilst abroad, and some money may be required for entrance fees to special attractions, but this can easily be paid out of the pupils' spending money on the spot.

The coaches will leave school :

at on,
returning there about,
giving the party a total of at the destination.

Would you kindly indicate on the reply slip below whether you would like your son/daughter/ward to participate, returning the form as soon as possible with a deposit of £..... to at the school (cheques are payable to "....."). The balance can be paid in one amount or smaller amounts as you choose, provided the final payment is made by at the absolute latest. For financial reasons, we must ask if pupils are able to pay the full amount (please bear this in mind when considering your approval).

Yours sincerely,

I hereby give permission for my son/daughter/ward
(please write the full name)
in Tutor Group
to go on the educational visit to on....., as
outlined in the letter from the school dated

Signature of Parent/Guardian

Date

This letter is in compliance with Section 106 of the Education Reform Act 1988 regarding school visits.