

Dear Parent /Carer

Throughout the year we run a number of educational visits, extra-curricular activities, clubs and teams carefully selected to compliment the school curriculum, offer wider life experiences and reward students for achievements. In order for your child to attend these visits and extra-curricular activities we require your consent and detailed medical information for your child. We therefore ask that you complete and submit this [form 3A](#) by **no later than 10th December 2021**; we will then use this as consent for all low risk, off-site day visits and extra-curricular activities for this academic year.

You will be informed via letter of all individual off site educational visits in advance; the letter will include all the details of the visit and will provide the name of the visit leader should you require any further information. The letter will also remind you that we will be using the completed attached Form 3A as a basis of consent for the visit. If for any reason you do not want your child to attend a specific visit you will need to inform the visit leader of this in writing.

Similarly, for all off site extra-curricular activities a letter will be sent detailing the arrangements for the activity including pick up/collection times and other relevant information. On the rare occasion that last minute arrangements are made for fixtures, you may receive this information via phone call.

For visits and activities which are classed as adventurous and/or include a residential stay a further consent form and medical form will be issued and your child will be unable to attend unless these are returned.

If medical information for your child changes during the year please ensure you inform us of this otherwise we will assume that the medical information provided on the attached form is still correct. If your child has a medical condition which requires medication they must bring this on every educational visit and to every extra-curricular fixture; failure to do so will prevent them from participating. If your child's condition changes at any point and they no longer require medication you will need to inform us of this in writing.

Please note that on educational visits and during extra-curricular activities photographs may be taken which could include your child. These photographs may then be published in the press, host company's publications, college publications and also on the college's website. If you do not wish your child's photograph to be taken you must send a letter to Mrs Kim Turner.

Should you require any further information regarding educational visits or extra-curricular activities please do not hesitate to contact school.

Yours sincerely



Mrs R England
Headteacher