

25 September 2014

Dear Parents and Carers

The governors and staff at Oliver's Battery Primary School acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of all pupils. Offsite visits often require a great deal of planning and organisation from the school staff. Very local visits can support the curriculum effectively but they continue to require high levels of organisation and administrative tasks.

To simplify the procedure for **very local visits only**, we ask that you complete the return slip below to give permission for your child to attend such trips throughout the year. Class teachers will continue to write to you with information regarding every visit but you will not need to give permission each time. If you do not wish for your child to participate in any specific visit you will be able to withdraw your permission by writing to us, calling the school office or speaking with your child's class teacher or adult organising the trip.

Very local visits are considered within 1 mile of Oliver's Battery School and may include using 'The Battery' along Oliver's Battery Road, visiting the dentist, conducting a traffic survey or walking to Sainsbury's. Every visit will continue to be properly supervised by school staff and appropriate adults within agreed adult to child ratios. Our established and more formal system will continue for trips outside the 1 mile radius and those requiring coach travel such as visits to Marwell Zoo or the town centre.

If you wish to see a copy of our full educational visits policy then you may request a copy from the school office or look under 'key information' on our website.

With kind regards

Amanda Williams

Miss A Williams

(Educational Visits Co-ordinator)

Local Visit Permission Slip (within 1 mile of Oliver's Battery School)

Child's Name _____

I give extended permission for my child to visit the local area
I understand that I will receive details regarding each visit

Signed _____

