

AP 2300 APPENDIX E: STUDENT FIELD TRIPS PARENT INFORMATION LETTER

-- TEMPLATE: Use text on school letterhead --

Date

Dear Parents/Guardians:

We have planned for a field trip to **location** on **date**.

On this field trip, we will be learning about **objective** and will be involved in the following activities **description**. This trip is related to the **subject** curriculum in the following ways: **description**.

We will be travelling to our destination by **school bus / walking / staff car and driver / student car and river / parent car and driver / public transit / train / charter bus / ferry / or other**.

[Include if appropriate] Seat belts must be worn. Drivers of private cars must ensure that seat belts are fastened, and booster seats are used if required.

Risk of participating in the field trip include:

We will depart from the school on **date** at **time** and return on **date** at **time**.

The cost for the field trip for each student is **\$amount**.

If you have any concerns around the cost of this trip, refer to the school district's Policy 430: Student Fees, Deposits and Financial Hardship.

We require your permission for your child to participate in this activity. Please complete the Field Trip - Parent Permission Form (attached) and return it to the school along with money to cover the cost for your child by **date**.

Please contact me here at the school if you have any questions. The best time to call me is on **weekday** at **time**.

Sincerely,

Name of Teacher

Grade: _____

Course: _____

AP 2300 APPENDIX E: STUDENT FIELD TRIPS PARENT INFORMATION LETTER (PRIMARY)

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We will be travelling to our destination by **school bus / walking / staff car and driver / student car and river / parent car and driver / public transit / train / charter bus / ferry / or other**.

[Include if appropriate] Seat belts must be worn. Drivers of private cars must ensure that seat belts are fastened, and booster seats are used if required.

[Include if required] Parents are asked to provide a booster seat if their child is required to use one and to complete the booster seat section on the Parent permission Form.

Risk of participating in the field trip include:

We will depart from the school on **date** at **time** and return on **date** at **time**.

The cost for the field trip for each student is \$**amount**.

If you have any concerns around the cost of this trip, refer to the school district's Policy 430: Student Fees, Deposits and Financial Hardship.

We require your permission for your child to participate in this activity. Please complete the Field Trip - Parent Permission Form (attached) and return it to the school along with money to cover the cost for your child by **date**.

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