

PARENT INFORMATION LETTER

Name of school _____

Address _____

Telephone number _____

Date: _____

Dear Parents:

We have planned for a field trip to _____ (location)
on _____ (date).

On this field trip, we will be learning about _____ and will be involved
in the following activities: _____

This trip is related to the _____ curriculum in the following ways:

We will be traveling to our destination by: _____
and from by: _____

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 appropriate).

List the risks of participating in the field trip:

We will depart from the school on _____ (departure date) at
_____ (time) and return on _____ (return date) at
_____ (time).

The cost for the field trip for each student is _____.

If you have any concerns around the cost of this trip, refer to the school district's [Policy 430: 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 (on reverse side or 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 _____ (days of week) at _____ (give preferred times).

☐ Attachments are included

Sincerely,

(Name of teacher)

Grade: _____

Course: _____

