

## **GENERIC LETTER OF INFORMATION FOR PARENTS (DOE 04)**

Please provide a generic letter with your Establishment heading which must include the following:

- Dates
- Travel Details
- Meeting place and Times of departure and arrival
- Itinerary including extra expedition activities, telephone numbers and addresses of accommodation or campsites
- Group Leader and Supervisors telephone numbers
- Mini Bus arrangements
- Remote Supervision
- Cost
- Confirmation of consent from Head Teacher if expedition is in term time

### **Signed Consent From to be Returned Should Include:**

- Consent to be driven in Mini Buses
- Remote Supervision
- Confirmation of medical conditions
- Parents emergency telephone numbers during the venture.