# TEMPLATE 6: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: STUDENTS WHO ARE OVER 18 YEARS OF AGE PARTICIPATION

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am pleased to provide you with the following details regarding our excursion.

|  |  |
| --- | --- |
| **Excursion to:** |  |
| **Class/Year groups attending:** |  |
| **Departure location date and time:** |  |
| **Return location date and time:** |  |
| **Excursion leader:** |  |
| **Travel details:** | *Mode of transport and associated details, including details of seatbelt availability and use of seatbelts on buses.* |
| **Accommodation venue:** *(Attach any billet information)* |  |
| **Excursion cost:** | Transport $Venue entry $Other $  |
| **Supervisory team:***(Include details of staff member with first aid responsibility)* |   |
| **Contact arrangements during excursion:** | *Excursion leader contact details*  |
| **Educational purpose of excursion** This excursion has been planned to supplement the following work being completed in your classroom and/or is part of your education program. |
| Details: |
| **Activities** You will be participating in the following activities. *(Water based excursions require additional supervision advice and student information. Include as appropriate.)* |
| Details: |
| **Special clothing or other items required**All excursion participants are  to comply with all venue/site special clothing or other item requirements as prescribed. |
| Details: |
| **Excursion Leader signature:** |  |
| **Principal signature:** |  |
| **Date:** |  |