

Dear Parent/Carers

Authorisation for Local Visits

Although we need authorisation for all off-site activities, trips, etc. It becomes a nuisance to both parties when this has to be sought for every local visit.

I would suggest that one authorisation, which covers your child whilst at this school, for all local visits is adequate. This will include visits to church, The Minster, Minster School, Southwell town centre, Southwell Leisure Centre, etc. **It will not include trips where coach travel is involved.**

Once this authorisation is obtained, we will simply notify when a local off-site trip is to take place.

Yours sincerely

Mr M Follen  
Headteacher

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**AUTHORISATION FOR LOCAL OFF-SITE VISITS**

I agree to my child ..... Class .....

Being taken on local, off-site visits, accompanied by the appropriate ratio of supervising teachers and helpers.

**Signed:**

**Date:** [ ]/[ ]/[ ]

