



Letter / Consent and waiver form High-risk activities

Date:

Name of Activity:

Dear Parent/Guardian:

The purpose of this letter is to inform you about the upcoming field trip that your child will be participating in. Your signature on the attached Form confirms that you are aware of the information provided in this letter and permits your child to participate in this field trip. Here are the specifics pertinent to each party involved:

School Responsibilities

The School will make every reasonable effort to ensure or ascertain that:

1. The staff, volunteers and/or service providers involved are suitably trained and qualified.
2. The students are adequately supervised during the program/activity.
3. The location(s) used are appropriate and safe for the activity(ies) and group.
4. The equipment used has been inspected and deemed appropriate and safe.
5. A Risk Management Safety Plan is in place to identify and manage known potential risks.
6. An Emergency Plan is in place to deal with an injury or medical incident with any of the students, staff and volunteers.
7. The staff has organized a parent/guardian meeting to review the purpose, trip itinerary, transportation and safety/risk management plan.

This meeting will be held on (date) _____ (time) _____ in room _____

Parent/Guardian Responsibilities

The Parent/Guardian will:

1. Review the information contained in this letter and clarify any questions and concerns with the teacher prior to signing and returning the attached Informed Consent and Acknowledgement of Risk and Waiver of Liability Form
2. Review, sign and return this Form to the teacher by the due date

Student Responsibilities

The Student will:

1. Review the information contained in this letter and clarify any questions and concerns with the teacher prior to signing and returning the attached Student Commitment to Safety and Code of Conduct and Student Acknowledgement of Risk Form
2. Review, sign and return this Form to the teacher by the due date

If you have further questions, please contact us.

Sincerely,

Name of Teacher(s)