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Headmistress Miss Rowan Edbrooke BEd (Hons)

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Dear Parents

The Government announced last year that written parental consent is no longer required for pupils to take part in the majority of trips and off site activities organised by schools, if these occur during the normal school day and are considered part of the pupils' education at school. This might include, for example, year group visits to museums or other locations for a subject trip.

Written consent is still required for trips that take place outside the normal school day or require specific risk management assessments. However, the Government has also announced that a "one-off" consent form, signed by parents, can cover these activities (such as sport fixtures or residential trips) for the duration of a pupil's time at school.*

At St Helen's we are keen to take advantage of this opportunity to streamline the paperwork involved in organising trips, visits and other activities beyond the classroom. Please complete, sign and date this form if you are happy for your daughter to:

- a) take part in such trips or activities including those that take place outside the normal school day (either on or off school premises);
- b) be given first aid or urgent medical treatment during any school trip or activity.

Please note the following information before signing this form:

- The trips and activities covered by this consent form include;
 - all visits (including residential trips in the UK and abroad) which take place after the school day, at weekends or during the holidays
 - adventure activities (including residential trips such as the Junior Department trip to the Isle of Wight and Year 7 trip to Kilve Court)
 - all sporting fixtures (including residential) which take place after the school day, at weekends or during the holidays
- The staff organising trips and visits will continue to provide you with information about each visit or activity, before it takes place, in a letter on the weekly electronic newsletter. Details of sports fixtures can be found in the Pupil and Parent area (accessed via the home page of the school website) using the drop-down menu: subjects/Physical Education/fixtures
- The cost of any trip to a pupil will always be communicated to you and the required method of payment indicated.
- You can, if you wish, tell the school that you do not want your daughter to take part in a particular school trip or activity.

* For more information, please search on the internet for the Department for Education (DfE) Health & Safety Advice Document 2011, *Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* and the new guidance document from the Health and Safety Executive (HSE), *School trips and outdoor learning activities: Tackling the health and safety myths*.

Lindsey Hughes
Director of Students



**Trips and Other Off-Site Activities
General Consent and Information Form**

All participants in visits or activities are expected to behave in an appropriate and considerate manner and to follow instructions given to them by any adult supervising them.

I hereby consent to any member of staff arranging for any hospital treatment, first aid, anaesthetic or the administration of treatment for ailments during the visit. I understand that in the event of a serious accident or medical emergency every reasonable effort will be made to contact me. In addition, efforts to obtain my consent will be made, provided that medical opinion does not consider the time delay inadvisable.

I note that members of staff are not allowed to prescribe or administer any drugs, including paracetamol, aspirin or ibuprofen, unless these have been prescribed by a doctor. See the school's First Aid policy for more information.

I will give full details below of any special dietary requirements (for either health or religious reasons) and particulars of any relevant medical conditions, together with details of any treatment required (e.g. drugs) which are different to those already submitted on the Data Checking Sheet in June 2013.

HEALTH INFORMATION Does your child have any specific dietary requirements ?	Yes / No
If yes, please give details:	
Does your child have any medical conditions ?	Yes / No
If yes, please give details, including medication provided that should be taken on off-site visits:	
Is your child allergic to anything?	Yes / No
If yes, please give details:	

Name of Child: _____ **Year group:** _____

I give my consent for my child's attendance on trips and other off-site activities organised by St Helen & St Katharine. I understand that this consent will cover my child's participation throughout their time at the school. If any of the information on this form changes I will immediately inform the school.

Signed: _____
(Parent/Guardian)

Date: _____