****

Dear Parent / Guardian,

Throughout the year the College will be running a variety of day trips and visits. Details will be given on each trip/visit however to ensure smooth running of the process we ask that you complete a consent form for your son/daughter to take part in these activities.

I wish my son/daughter

 (full name of student in capitals please)

Date of birth: Student ID No:

**To be allowed to take part in College day trips/visits throughout the academic year which begins in September 2024 and ends in July 2025 and agree to his/her taking part in any or all of the activities described under the conditions set out. I understand that during these trips students may have free time and will not be directly supervised but that all trip supervisors will be contactable.**

**I have ensured that my child understands that it is important for his/her safety and for the safety of the group that rules and any instructions given by the staff in charge are obeyed.**

**I understand that, while the College staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey.**

**(Note: your son/daughter will be covered by the College’s insurance in the event of injury incurred during the excursion).**

Please delete and complete the following as appropriate:

|  |  |
| --- | --- |
| My child has no medical or support needs\*My child has the following medical or support needs\* | \*Delete as appropriate |

Which necessitates the following medical treatment

Doctor’s Name: Doctor’s telephone no:

Doctor’s Address

I consent to any emergency medical treatment necessary during the course of the visit.

Signed: Date:

Relationship:

|  |  |  |
| --- | --- | --- |
| Address | Home | Work |
|  |   |  |
|  |  |  |
|  |  |  |
| Telephone No. |  |  |

Mobile No.

If, for any reason, I am not available at the above, please contact:

Name:

Home telephone no: Mobile no:

Personal information which you supply on this form will be used to process your trip placement and kept in line with the college retention policy. The information will be kept in accordance with current data protection legislation and in line with the college data protection notice and policy which can be found on our website.