



Loughton School

Educational Visits and School Trips Policy 2022

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Statement of intent

Loughton School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Roles and responsibilities

As an academy, the governing body of Loughton School is responsible for formal authorisation of off-site visits and outside learning activities.

The chair of governors or the Resources and Environment Committee chair will be informed in advance and approve off-site visits/trips

Under this policy governors will be made aware of the following levels of visits/trips:

Level 1: These are visits which last up to one day and:

- Do not involve an overnight stay
- Do not involve adventurous activities (see Appendix 3)
- Are within the UK

Level 2: These are visits which include one or more of the following:

- An overnight residential experience
- A visit abroad (including day trips)
- Involve adventurous activities (see Appendix 3)

Staff and Volunteer Helpers Code of Conduct for Visits

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- Adults are expected to comply with the school's code of dress. Appropriate clothing for the time of year will be advised.
 - No drugs (except prescription) or alcohol are allowed on any visits.
 - Adults are expected to act in 'loco parentis'
 - Adults are expected to use language that is appropriate for the age of the child
 - All staff members are expected to set the highest standards
 - All venues are assessed for suitability
 - There is no "off duty" time on school visits
 - A mobile number for the party leader (use of a work mobile phone) will be given to parents so that they may reach them in the case of an emergency out of hours
 - The contact details for a senior leader (use of the school's safeguarding mobile numbers) will be given to all staff attending a residential and the centre where the residential is taking place, so that they are reachable in case of an emergency
 - All volunteers will be asked to read our Safeguarding and Confidentiality Policies and sign the 'GUIDANCE FOR PARENTS & VISITORS WORKING WITH CHILDREN' (see Confidentiality Policy)

Volunteer Helpers Guidance for Visits

- Trip leaders will ensure that all volunteer helpers are aware of the above code of conduct and ensure the following:
- All volunteers are DBS checked
- All volunteers are briefed prior to the visit on organisational issues, as well as learning intentions:
- Volunteers are aware of their responsibilities in managing a small group of children;
- Volunteers will be given a written list of children in their group, including behaviour or medical concerns;
- The need to be fully aware of the whereabouts of each child under their care;
- The need for a class teacher, member of support staff or DBS checked volunteer to accompany children to the toilet;
- Volunteers are aware and know the first aiders available on every school trip in case of any medical need or emergency;
- If a child presents with challenging behaviour always refer the child immediately to the class teacher/trip leader;
- As we are a non-smoking school, at no time during the journey, or the visit, will you be permitted to smoke or vape.

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Ensuring suitable safety measures are in place prior to each trip or activity.

- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The deputy headteacher, in collaboration with the pupil administration manager are the educational visits coordinators and are responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Ensuring provision is made for any children with a disability
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is ‘in loco parentis’ and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Ensuring provision is made for any children with a disability

- Informing parents of the proposed extra-curricular trip or activity at least six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip. This will be shared in advance with all staff member who accompany the trip.

6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

8. Transport

The school does not own their own school transport. When attending a trip or visit, the office staff will ensure they get three quotes with reputable coach companies and consider best value. Where possible, the coaches we use will have over the shoulder seatbelts rather than lap belts. There are also occasions where trips will involve taking the train (e.g. year 6-day visit) or other transport such as the ferry/Euro tunnel (year 6 residential).

When attending a local visit, staff may transport children in their own car, with an additional adult present, as long as the following conditions have been met:

- They have a valid driving license
- The vehicle is taxed, insured and has a valid MOT
- They have not been convicted or have a prosecution pending of any motor offence
- They have not been refused insurance or quoted an increased premium or had special terms imposed
- They do not have a disqualification that prevents them from driving the vehicle
- They do not suffer from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders them incapable of having an insured vehicle
- They do not regularly take prescribed medication, unless the condition has been notified to the DVLA and a license to drive has been granted

- The vehicle is in a roadworthy condition
- They agree to report all accidents, claims and civil or criminal proceedings to the financial resource manager without undue delay
- They agree to notify the financial resource manager if there are any changes to these details

The school offers to all staff members additional motor business insurance. For staff members to be covered, they need to complete the appropriate forms which can be provided by the financial resource manager.

9. Parental consent

Parental consent is not generally required for local off-site activities that take place during school hours. Consent would have already been given for these as part of our admissions procedures.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- Abroad: **1:10 plus 1**
- Other residential: **1:10 plus 1**
- Day trip visits: **1:10 + 1 if only 1 class is attending**
1:15 + 1 if more than 1 class are attending.

In practise this would look:

If it's one class it's 3 adults + 1

If it's two classes it's 4 adults + 1

If it's four classes it's 8 adults + 1

Staffing arrangements for off-site visits must be sufficient to facilitate safe and effective supervision of children and young people. Effective supervision should be determined by risk assessment which includes proper consideration of:

- The age and gender (including the developmental age) of the children and young people to be supervised
- The ability of the children and young people, including their behavioural, medical, emotional and educational needs
- The nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing environmental conditions)
- Staff competence

In addition, for residentials:

- at least one male and female adult for mixed groups wherever possible
- an appropriate number of group supervisors on night standby duty

A teacher should always be nominated party leader for any visit out of school with a nominated deputy where appropriate. It is the school's policy to have a member of the Teaching and Learning team on a residential trip and, where possible, a member of staff in the party who has had experience of the trip. There should also be a trained designated safeguarding lead (DSL) on overnight residentials.

All adults having a direct supervisory role for children should have been cleared through the police screening procedure except when accompanying adults are always under direct surveillance of staff. Where residential visits occur, all accompanying adults must have an enhanced DBS check. (See DBS Policy)

11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

12. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

On a day trip, to ensure pupils are easily identifiable, they must wear Loughton School jumper or polo shirts. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

13. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

14. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENDCo/Teacher in Charge of SEND will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

15. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £5 per pupil. Any excess of expenditure will be subsidised by the school fund.

16. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip, the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such

equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

17. Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with the party leader for the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

18. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is Autumn 2024.

Consent form for all educational visits and school trips

EDUCATIONAL VISITS & JOURNEYS

PARENTAL CONSENT FORM

Child's Name and Date of Birth

I agree to my child taking part in the residential and having read the information provided, agree to his/her participation in all the activities described.

I acknowledge the need for obedience and responsible behaviour on his/her part.

1. HEALTH DETAILS

Please tick if your child suffers from any of the conditions listed below:

Asthma

Diabetes

Eczema

Epilepsy

Other (provide details)

Please list any medications your child will be taking at the time of the visit:

Please include NAME of medication, DOSAGE and FREQUENCY:

Do you agree to your child being given paracetamol should the need arise?

Please tick YES or NO for each option

YES (LIQUID)

NO (LIQUID)

YES (CALPOL MELTS/SACHETS)

NO (CALPOL MELTS/SACHETS)

Does your child suffer from any allergies?

Please add details here, including the ALLERGY, the likely REACTION and the TREATMENT required:

Tetanus Immunisation

Please confirm your child has had their tetanus immunisation by providing the date given below. This is usually given as a pre-school booster. If your child has not had this, then it is strongly recommended that you arrange this with your child's GP before attending the visit.

Staff will take a First Aid kit and administer First Aid if and when needed

If there are likely to be any issues with your child receiving First Aid please specify below:

FURTHER INFORMATION

If there is any further information regarding medical needs/first aid that you think staff may need to know to help provide support for your child whilst on their trip, please specify below:

MEDICATION DURING THE VISIT

PLEASE ENSURE THAT ANY MEDICATION IS CLEARLY LABELLED WITH YOUR CHILD'S NAME, DOSAGE AND FREQUENCY AND PASSED TO A MEMBER OF STAFF PRIOR TO THE ACTIVITY (OR ON THE START DATE)

2. DOCTOR DETAILS

Please provide the name of your doctor or surgery, address and telephone number

Name of doctor or surgery:

Address:

Telephone number:

3. DIETARY DETAILS

My child has specific dietary requirements which are detailed below:

4. SWIMMING

Please tick if YES:

My child can swim up to 10M

My child can swim up to 25M

My child can swim up to 50M

My child can swim up to 100M

My child CANNOT swim

PERMISSION

I give permission for my child to swim under adult supervision

YES

NO

5. CONTACT DETAILS

Please provide details of two contacts that can be reached for the duration of the visit.

Name:

Relationship to child:

Telephone number/s:

Name:

Relationship to child:

Telephone number/s:

CONSENT

To the best of my knowledge my child is not suffering from any medical condition that makes them unfit to participate in this visit or the activities described.

I agree to a member of staff giving permission for my child to receive medical treatment in an emergency, including anaesthetic, as considered necessary by the medical authorities present.

I will inform the school if there are any changes in my child's fitness before the date of departure.

I have ensured that my child understands, as far as is reasonably possible, that it is important for his/her safety and the safety of others, that any rules and instructions given by staff are obeyed.

I understand the extent and limitations of the insurance cover provided.

PHOTOGRAPHIC PERMISSION

I agree to my child's face appearing on the school website

YES

NO

I agree to my child's face appearing on social media

YES

NO

CHILD'S NAME and CLASS

Name: Date