

# Glendower Prep School Educational Visit Form

# A

## Permission Request for Trip

*(headteacher to sign - Signed copy kept by trip leader)*

APPLICATION FOR APPROVAL OF A SHORT STAY VISIT TO:

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Visit by: \_\_\_\_\_ Group Leader: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Duration of Visit: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Mode of Transport: \_\_\_\_\_

Numbers involved: Staff \_\_\_\_\_ Parents \_\_\_\_\_ Assistants \_\_\_\_\_ Pupils \_\_\_\_\_

Activities to be undertaken: \_\_\_\_\_

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Links to the Curriculum \_\_\_\_\_

Eating arrangements \_\_\_\_\_

Pocket Money \_\_\_\_\_

School Uniform \_\_\_\_\_

Special clothing required \_\_\_\_\_

I have conducted a risk assessment regarding this visit and apart from those risks assessed as part of the Glendower Prep School Risk Assessment OSVs, (delete 'a' or 'b' as applicable):

- a. I have found that there is no significant risk associated with this visit.
- b. The additional risk assessment associated with this visit is attached.

All parents or guardians will be given details of the visit in accordance with the Health and Safety Policy, and will sign a consent form prior to their child accompanying the class.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Teacher in charge of visit).

Approval is given for the visit

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Headteacher)