



eastbury
primary
school
Succeeding together

Educational Visits Policy

Reviewed: Summer 2020

Next review: Summer 2022



Succeeding together

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1. Aims & Purpose

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school arranges a number of educational activities and visits that take place off the school site and/or out of school hours, which support the aims of the school. These include:

- Out of hours clubs.
- Inter-school team sports, such as football and netball.
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

2. Principles of Safe Practice

Visits provide valuable opportunities to enrich young people's learning across a wide range of curriculum areas. The residential visit, in particular, provides a powerful vehicle for concentrated study and activity as well as for personal and social development.

The principles of safe practice refer to all visits, whether day or residential, and whether or not they involve recognised adventurous outdoor activities. Although adventure activities cannot be completely risk free, the vast majority of young people who participate in such courses do so entirely without injury or incident. The greater the potential hazards posed by the environment in which the visit takes place, then the greater the attention, which must be paid to safety.

It is essential that a comprehensive risk assessment is carried out for all visits. Organisers should ensure that all involved have enough information to be able to make an informed judgment about the suitability and safety of the proposals. This is especially the case when requesting the consent of parents. Parents should have enough information that they can make an informed judgment about the suitability of the trip for their child.

3. Purpose of Visit

The Educational aims and objectives of the visit should be clearly identified at an early stage. These should be relevant to the needs of participants and the curriculum, taking account of age, ability, previous experience and resources available. Clarity of aims and objectives will ensure:

- An appropriate structure and discipline to the visit, including correct ratio of staff to pupils for safety and safeguarding;
- Opportunities for personal and social development are maximised;
- A choice of environment and activity appropriate to the 'young persons' maturity and experience;
- Maximum motivation for participants.

In turn these elements have in addition to learning benefits, a direct and major bearing on party safety and well-being.

When contemplating a long journey the question should always be asked whether the same objectives might be achieved more simply and cheaply closer to home. Some objectives entail working in an environment which presents potential hazards. Such environments should only be visited if the young people are of sufficient maturity and experience to understand the nature of the hazards involved. In general, they should not be exposed to potential hazards if the same objectives can be achieved at a safer location.

4. Preliminary Visits

A preliminary visit by the party leader will assist in the planning process and contribute to the safe conduct and educational value of the visit. A preliminary visit is strongly recommended (and may be essential) particularly when:

- All or most of the staff team are unfamiliar with the area.
- Particular Special Needs require addressing.
- The environment presents particular potential hazards.

A preliminary visit should seek to:

- Check for potential hazards.
- Check timings (e.g. length of walks and journeys).
- Agree in advance, between party leaders and centre staff.
- Inform the site specific risk assessment.

In situations where an advance visit is not possible, on-the-spot reconnaissance is essential to ensure that assumptions made about the area hold good.

5. Risk Assessments

A 'risk assessment' is a careful examination of what could cause harm to pupils, staff or others together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). A risk assessment must be undertaken or reviewed for every visit. Completed risk

assessments are electronically saved and double checked by Assistant Head and Deputy Head (see appendix 1 and 3).

A 'hazard' is defined as 'something with the potential to cause harm'. A risk is the 'likelihood that the harm from a particular hazard will be realised'. It is a legal requirement that prior to any visit an assessment of the risks is made, that 'reasonable precautions' are taken and that those precautions are recorded. Risk assessment should be made on three levels;

- i. Generic. Such risks are usually well understood and covered by established codes of good practice. Risk assessment at this level need only be made if they are not adequately covered by the School's Code of Good Practice.
- ii. Site/Visit Specific. These will differ from place to place and group to group. In order to make such risk assessments knowledge of the location, activities and the group is required.
- iii. Ongoing. These will occur during the visit and take account of immediate and local conditions e.g. weather, injury, illness, behaviour, tides, water levels, tiredness, etc. Often these factors will affect hazards already identified. When such conditions can be predicted they should be risk assessed in advance and suitable control measures put in place should they be necessary.

Subject to each trip, staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

The publication 'Group Safety at Water Margins' must be consulted when assessing risks where the visit involves walking along the seashore, collecting samples in ponds or rivers, or paddling in shallow water.

6. Responsibilities

Under the statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC). Specific responsibilities include:

- Local Authority – to approve overseas, residential and adventurous activities.
- Head Teacher – to approve visits and assesses competence of visit leaders.
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA.
- Visit leader – to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks.

- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment.
- Pupils – to follow instructions and procedures in line with the risk assessment.

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

7. Approval Procedure

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc. will require the prior approval of the Head Teacher and EVC. Visits that are either overseas, residential or involving adventurous activity will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types.

If an external provider or tour operator is being used, they must complete the detailed **Form EV4** at the time of the provisional booking.

8. Communication

Staff

At least one formal briefing meeting must be arranged for the whole staff team, including additional adults, prior to the visit.

At this meeting the party leader should ensure that everyone is:

- Familiar with and supports the visit's objectives.
- Aware of and recognises the nature of the responsibilities which they will be asked to assume.
- Advised as to their position with regard to personal liability.

Parents/Carers

Parents/Carers must be fully informed, in writing, of the nature of the visit before their consent and financial commitment is requested.

Letters must include (See appendix 4 and 5):

- Date and venue of visit.
- Reason for the visit (aims and goals of the visit).
- Lunch arrangements including comment regarding Free School Meals.
- Departure and return times.
- Clothing requests. (Generally children are expected to wear school uniform).

- Cost of the visit.
- Amount of spending money (if applicable).
- If parental help is required and details of how they will be notified.
- Any other relevant information.

There must also be a return slip, which has the following options:-

- I give permission for _____ (child's name) to take part in the Educational Visit to (venue inserted) on (date inserted).
- I will pay the cost for the visit via Parent Pay.
- My child has free school dinners and needs a packed lunch.
- _____ (adult's name) is willing to help on the Visit.
- Signature of Parent/Carer

Cost of visits:

Every trip must be self-financing. If cost is not covered by payments received then it cannot go ahead or the individual child will not be able to attend.

When working out the cost you must allow for the following, where appropriate: Coach, admission fees, cost of any worksheets, special insurance, any other purchases, e.g. guide books.

9. Staffing

Competence

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head Teacher or EVC.

Ratio

Recommended adult to child ratios to help keep children safe:

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

Publication date: 2019 (NSPCC.org.uk)

However, a professional judgement must be made for each visit by the Visit leader. Factors to consider:

- Type, duration and activity.
- Needs of individual children.
- Experience of adults.
- Weather conditions.
- Transport type.

Parents may be asked to attend to support own child 1:1 if the school decides this is required. If the parent cannot attend and no other support is available the child may be asked not to attend subject to discussions between the school and parent.

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/experience of staff
- Environment/venue

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children.

10. Plan B

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. a parent helper is unavailable, member of staff is ill, transport fails to arrive, museum has lost booking. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B.

11. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. Transport for London (TfL) bookings must be made 14 days in advance of visit.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. The NEU regards the use of teachers' private cars on school trips as inadvisable. No teacher should be compelled to take pupils in their car. Where teachers volunteer to transport pupils in this way, they should make sure they have the correct type of motor insurance (business use) and should never agree to drive individual children because of the risk of unfounded allegations (unless it is an emergency).

12. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits. First aid kits are available from the medical room. If the visit involves the party splitting up, a kit should be taken for each group.

First aid bags will be arranged by Miss Parmer with individual personal medication (in-halers, epi-pens) if required depending on class.

13. Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit.

14. Emergency Procedure

Visit leaders must take with them a copy of the Emergency card, which sets out the local authority's procedures to be followed in the case of an emergency. An A4 copy of the Emergency Card is also found in each First Aid kit used for visits.

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly, including parental details for emergency contact.

In the event of a young person being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury is serious, the Head

Teacher or visit leader should be contacted. Responsibility for informing relevant authorities rests with the Head Teacher or visit leader.

If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s), the Head Teacher and visit leader in conjunction with the governing body should make arrangements for them to do so.

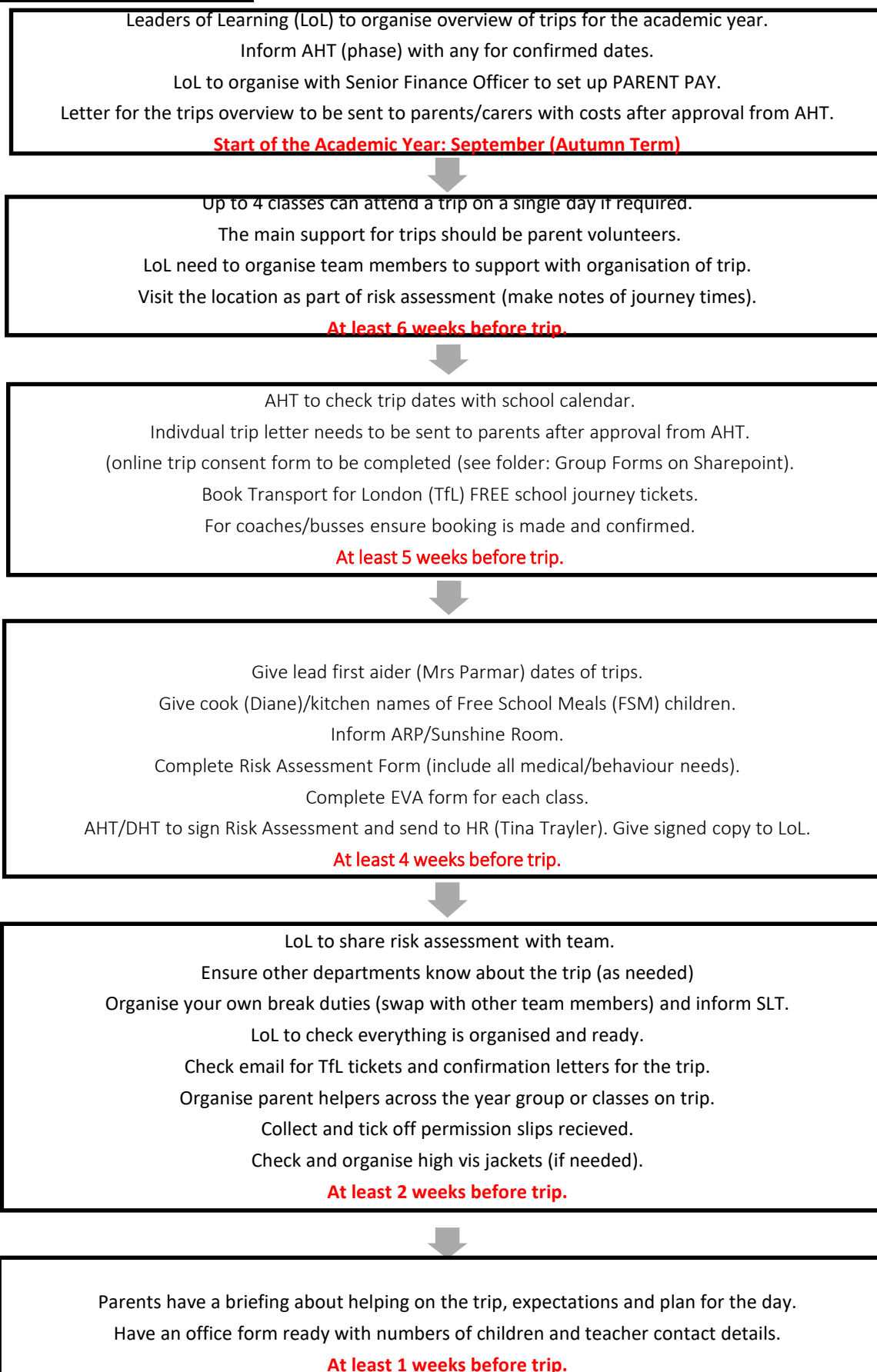
If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified immediately.

15. Educational visit flow chart

On the day of the Visit

- Collect first aid kit(s).
- Take asthma pumps and EpiPens as necessary.
- Brief supervising adults, including parents.
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit.
- Complete an office form (appendix 2).

Educational Visit Flow Chart:



Appendix 1:

EDUCATIONAL VISITS APPROVAL FORM 1 LBBB (EVA1) Office/school copy

Category A visits – activities within the Borough, sporting fixtures not involving overnight stays, theatres, museums and galleries, churches and amusement parks.

(This form **must** be submitted at least **two weeks** prior to the visit **where school journey insurance cover is required**. This would **not** normally be deemed necessary for activities taking place within the Borough).

Category B and C visits, hazardous activities, abroad and overnight stays, please use Form EVA2.

School/Establishment: _____

Date of visit: _____ time of departure: _____ time of return: _____

Emergency contact – day: _____

Place to be visited: _____

Educational Purpose of visit: London Eye Birthday Celebrations.

Group members (excluding staff)

Number of children: _____ aged from: _____ years All boys All girls Mixed (tick one box)

Escorts

Total number of escorts: _____ no. of males: _____ no. of females: _____

Group Leader: _____ tel: _____ e-mail: _____

Other adults (inc. status): _____

Named First Aider: _____

Note – for one off visits accompanying adults do not need to be police checked, however if they are in sole charge of a group, or will have repeated contact with the children they must have undergone a full CRB check by the borough.

Basic School Journey Insurance required (please tick)

Brief details of activities: Type of transport to be used:

Have you pre-visited the site/s? Yes / No **Has a written risk assessment been completed?** Yes / No

Travel agency or other commercial/voluntary organisation involved: Yes / No: _____

I have read the Borough's current regulations in respect of educational visits and certify that the arrangements made comply with them

Group Leader

Signature and date: _____

Recommendations for approval

This confirms that we consider this visit to have significant educational value and that all the arrangements are in accordance with the appropriate borough guidance. We confirm that the party leader and other appropriate staff have read the relevant sections of *School Off-site Visits other than hazardous activities*.

Head of establishment

Signature and date _____

Director of Children's Services / Authorising Officer

Signature and date _____

Appendix 2:
OFFICE FORM – DAY OF THE VISIT

Visit title (venue): _____

Year group: _____

Date: _____ Day: _____

Leaving time: _____ Arrival time: _____

Lead teacher name and contact number: _____

First aider name and contact number: _____

- Number of adults on the trip: _____
- Number of children attending trip: _____

Children absent from school today:

--

Children not attending trip:

--

Children sent to another class:

Name	Class sent to for the day

Appendix 3:



RISK ASSESSMENT FORM

Please return this form once completed to HRPayroll@partnershiplearning.com

School: <i>Eastbury Primary School</i>		Department: <i>Year</i>	
Activity:		Site:	
People/Person at Risk: <i>Staff and children</i>		Additional information:	
Name of Person Completing Form:		Trip date:	Review Date:
Reviewed by Assistant Headteacher:		Deputy Headteacher Authorisation Signature:	

This is a generic risk assessment for Eastbury, please add sections for your trips if further sections are needed to suit your trip needs.

Please ensure the risk assessment has been checked by the Assistant Headteacher and signed off by the Deputy Headteacher.

Add the names of the children for the hazard section under- Special needs of specific pupils **Medical, behavioural, emotional, physical** – with control measures and extra actions if needed.

Hazard	Risk Before control Measures	Persons at Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Pupils lost or separated from group, inadequate supervision	Injury, death	Pupils	M	<ul style="list-style-type: none"> Supervising staff are competent and understand their roles. Ratios in line with LEA policy Use of suitable group control measured (break large groups into smaller groups, each with a named leader Discuss the plan for the day with pupils and how they can keep safe. Brief all on what to do if separated from the group (appropriate to age of pupils). Regular head counts by leaders particularly at arrival and departure points and when separating/reforming groups. -Ensure children do not go to the toilets without staff supervision Children to be with class teacher/LSA at all times also during toileting and lunch 	L	Plan supervision before visit and brief staff and pupils appropriately.

Hazard	Risk Before control Measures	Persons at Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
				<ul style="list-style-type: none"> Emergency contacts with school/Headteacher and parents arranged. 		
Illness or injury/slips, falls	Illness, injury	Pupils/staff	L	<ul style="list-style-type: none"> Level of first aid provision assessed by leader Group leader/staff to have good working knowledge of first aid. Staff to control their class and make sure they are not running up and down the road Adequate sensible/appropriate shoes are worn for the trip Pupils and parents reminded to bring individual medication, and this is securely kept but accessible. To be returned to office after the trip. Mobile phones carried (by group leader and other staff) Ensure children are seated on train or holding on. 	L	<p>Staff to know who is first-aid trained and arrangements made known to all staff and helpers.</p> <p>Plan supervision before visit and brief staff and pupils appropriately.</p>
Special needs of specific pupils Medical, behavioural, emotional, physical –	Illness, injury	SEN children and those with behavioural issues	H	<ul style="list-style-type: none"> Obtain information from parents. Take advice from SENCO/teachers Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. Brief children on expected behaviour throughout excursion. 	L	Plan supervision before visit and brief staff and pupils appropriately. Children from Sunshine room to have one-to-one support.
Walking/traveling (1 stop on train) Children and teachers being knocked over when crossing road or when walking by road.	Injury, death	Pupils/staff	M	<ul style="list-style-type: none"> When walking in the street children in two's on nearside of pavement away from road Staff and pupils to take extra care when climbing steps up to the main road-using handrail at all times Teacher at front of line-at rear. When crossing roads Teacher/LSA to control traffic before children cross, then join end after crossing, then return to the front asap. Ensure children are focused on direction. 	L	<p>Brief pupils and staff on planned journey-expected road safety awareness.</p> <p>Plan supervision before visit and brief staff and pupils appropriately.</p> <p>High visibility worn</p>

Hazard	Risk Before control Measures	Persons at Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
				<ul style="list-style-type: none"> • Ensure adults supervise traffic control and take no unnecessary risks. • Children and adults to work with care up and down stairs. • If accident happens report to designated trained first aider. • Ratios in line with LA policy. • Use of suitable group control measured (break large group into smaller groups, each with a named leader coloured jackets worn by children etc). • Discuss the plan for the day with pupils and how they can keep safe. Emphasis on train & road safety. • Brief all on what to do if separated from the group (appropriate to age of pupils). – if separated when getting on train, group to get the next train and meet at destination. • Regular head counts by leaders particularly at arrival and departure points and when separating/reforming groups. Group lists with individual groups and overall group leader. • Children to partner in their groups to walk with. • Contact train stations so train workers can supervise. 		
Exposure to hot/very cold weather	Cold injury, heat injury, over-exposure to sun.	Pupils/staff	L	<ul style="list-style-type: none"> • Pupils to take sunhats/water bottles • Sun cream to be applied by parents before children arrive at school • Check weather forecast • Have spare clothing available • Coats/rain coats dependent of the weather 	L	<p>-Make sure parents put sun-cream on child on day of trip if needed, ensure information on suitable clothing has been given.</p> <p>Plan supervision before visit and brief staff and pupils appropriately.</p>
Pupils abducted.	Injury, death	Pupils	L	<ul style="list-style-type: none"> • Ensure children stay with group leader. 	L	Plan supervision before visit and brief staff

Hazard	Risk Before control Measures	Persons at Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
				<ul style="list-style-type: none"> Children do not speak to strangers. Children do not walk off. 		and pupils appropriately. Children wear school uniform.
Children and teachers choking on fruit.	Injury, death	Pupils/teachers	H	<ul style="list-style-type: none"> Ensure supervision during lunch Children sit to eat lunch Children have time to eat. 	L	Plan supervision before visit and brief staff and pupils appropriately.
Specific Medical Needs Asthma attacks Epi Pen Injury/Accident Sickness	Injury, death	Asthmatic children	H	<ul style="list-style-type: none"> Ensure children take asthma pumps/Epi pens. Ensure first aider is aware of children's medical needs. Ensure all staff are aware. -ensure asthma/Epi pens pumps are in date and taken, with all staff knowing children who need them. First Aid bags prepared by Miss Parmer for trip (school first aid lead) Other medicine required is taken, parent permission to administer during trip by first aider. <i>Risk assessment lists children with medical needs.</i> 	L	Plan for children to carry pumps/pens on them/lead to carry and group leaders to be aware of procedure if required.
Children who have a hearing impairment/deaf.	Injury, death, separated from group.	Pupils	H	<ul style="list-style-type: none"> ALL deaf children should be accompanied by an adult with BSL qualifications to Level 2 standard for communication access to information and in case of any accidents. Teachers ensure children are with a partner. Ensure children stay with group leader. 	L	All staff attending trip are made aware of the deaf child/children.
Children misbehaving and not following rules to stay safe, putting themselves in danger and others.	Injury, death	Pupils/teachers	L	<ul style="list-style-type: none"> -Ensure children are aware of rules and expectations. -Ensure adult to child ratio is correct. -Ensure member of behaviour team/SLT attend the trip. -Ensure procedure is planned to deal with any issues during the trip is in place. 	L	Ensure all staff are aware of the children who may be a concern. All staff aware of the plan to use if difficulties arise during the trip.

Hazard	Risk Before control Measures	Persons at Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Events that may arise that are not foreseen due to extreme nature/rareness/regularity of occurrence of the hazard (fire, flood, threat)	Injury, death	Pupils/teachers	<i>H</i>	<ul style="list-style-type: none"> -Ensure children are aware of rules and expectations. -Ensure adult to child ratio is correct. -Ensure staff are Prevent/Safeguard trained with knowledge of eventualities that can occur that are unforeseen. -Monitoring of news for areas in advance that are near or the same area of your trip 	<i>L</i>	Headteachers aware decisions to cancel trips will and can be made due to judgements on risks.
Toilets	Injury, death	Pupils/teachers	<i>M</i>	<ul style="list-style-type: none"> Ensure all children go to toilet before leaving school Children to go with adult to toilet – no more than 4 at a time. Adult to escort children to the toilets. 	<i>L</i>	All staff attending trip are made aware of the steep stairs and take all children to toilet before visit.

Please return this form once completed to HRPayroll@partnershiplearning.com

Appendix 4:

PARENT/CARER LETTER: PLEASE COPY ONTO EASTBURY LATEST LETTER HEAD

Date: _____

Dear Parent / Carer

Ref: Year group: _____ **Trip title:** _____

Year ____ will be visiting the _____ on the _____.

This links with what the children are learning about during their _____ lessons.

DATE of TRIP: _____

We will leave at 9:15 am and return by 3:15 pm, so all children will need to be in school uniform, with a coat and sensible footwear. They will need a packed lunch, no chocolate or fizzy drinks please; if your child is entitled to free school meals, please tick the box below if you would like a lunch to be provided for them.

We would welcome adult support, so if you would like to accompany your child's class on this visit, please add your contact details below and we will be in touch.

Please complete and return the permission slip below and give to your child to hand to their class teacher. There is no cost to pupils for this visit.

Yours faithfully,

Y__ Class Teachers

✂-----

I give permission for my child _____ in class _____ to attend
the _____.

My child is entitled to free school meals, and I would like the School to provide this for him/her.

I would like to accompany my child's class on this visit and have given my contact details below.

Please print name: _____ Relationship to pupil: _____

Telephone number: _____ Signature: _____

Appendix 5:

YEAR GROUP TRIP LETTER ACADEMIC YEAR: PLEASE COPY ONTO EASTBURY LATEST LETTER HEAD

Date: _____

Dear Parent / Carer

Ref: Year XX Trips

Year __XX__ have planned three educational visits this year, all of which are linked to our learning in class. The visits are designed to enhance the experience and knowledge of the children whilst giving them unique opportunities for hands-on learning. They will also encourage the children to engage with people, places and buildings in a variety of ways.

Details of the educational visit package are as follows:

Date: Place: Travel: Times:
Date: Place: Travel: Times:
Date: Place: Travel: Times:

The cost of all three visits totals _____. We would kindly request that this is paid in full via the school Parent Pay system. All payments need to be received by _____ in order for the school to confirm and book the visits. We are unable to proceed with the booking if payments have not been made by this date.

If you have not yet activated your Parent Pay account, please contact the school office for your login details.

Thank you for your continued support.

Yours faithfully,

Year _____ team