

School Trip Notification

Date: [Insert Date]

Dear Parents and Guardians,

We are excited to announce an upcoming school trip to [Destination] on [Date]. This trip is a wonderful opportunity for our students to learn and grow outside of the classroom.

Travel Details

- **Date of Departure:** [Date]
- **Time of Departure:** [Time]
- **Return Time:** [Time]
- **Mode of Transportation:** [Bus/Train/Other]

Safety Measures

The safety of our students is our top priority. To ensure a secure travel experience, the following measures will be implemented:

- All students will be required to wear seatbelts while in transit.
- Emergency contact information will be collected before departure.
- A first-aid kit will be available on the bus.
- Staff members trained in first aid will accompany the group.
- Students will travel in small groups, supervised by teachers and chaperones.

What to Bring

Please ensure your child comes prepared with the following items:

- Water bottle
- Lunch (if not provided by the school)
- Comfortable clothing and footwear
- Sun protection (hat, sunscreen)
- Any necessary medications with clear instructions

Permission Slip

A permission slip will be sent home with your child. Please complete and return it by [Return Date] to ensure their participation.

Thank you for your cooperation and support. We look forward to an enjoyable and safe trip!

Sincerely,

[Your Name]
[Your Position]
[School Name]