

School Trip Travel Arrangements

Date: [Insert Date]

Dear Parents and Guardians,

We are excited to announce our upcoming school trip to [Destination] on [Date]. Below are the travel arrangements and itinerary for the day.

Travel Arrangements

- Departure from school: [Time]
- Departure location: [School Address]
- Mode of transport: [Bus/Train/etc.]
- Estimated arrival time at destination: [Time]

Itinerary

1. [Time] - Depart from school
2. [Time] - Arrive at [Destination]
3. [Time] - Guided tour of [Site/Attraction]
4. [Time] - Lunch break at [Location]
5. [Time] - Group activities at [Location]
6. [Time] - Depart from [Destination]
7. [Time] - Arrive back at school

Important Notes

- Please ensure your child brings a packed lunch and water bottle.
- Dress appropriately for the weather and wear comfortable shoes.
- Students should bring any required personal items.

If you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[School Name]