

# Safety Guidelines for School Excursion

Date: [Insert Date]

To: Parents and Guardians

From: [Teacher's Name] / [School's Name]

Subject: Safety Guidelines for Upcoming School Excursion

Dear Parents and Guardians,

We are excited to announce an upcoming school excursion to [Destination] on [Date]. To ensure a safe and enjoyable experience for all participants, we have established the following safety guidelines:

## 1. Supervision

Students will be supervised by teachers and volunteer parents throughout the excursion. A ratio of [X:1] will be maintained.

## 2. Emergency Contacts

Please provide up-to-date emergency contact information for your child. In case of emergencies, we will reach out to you immediately.

## 3. Health and Medications

If your child requires medication during the excursion, please ensure it is provided in the original packaging with clear instructions.

## 4. Behavior Expectations

Students are expected to display respectful and responsible behavior. Disruptive conduct will not be tolerated and may result in having to return to school.

## 5. Dress Code

Students should wear comfortable clothing, closed-toe shoes, and a hat. Please check the weather forecast and ensure appropriate attire.

## 6. Lunch and Food Allergies

Students should bring a packed lunch and inform us of any food allergies in advance.

Thank you for your cooperation in ensuring a safe and enjoyable excursion for everyone. Should you have any questions, please feel free to contact me at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[School's Name]