**Sample Letter to Headteacher / Governors**

*This is a sample letter which we believe will help you capture all the elements required to secure permission for your planned tour, and is supplied as a guide only.*

Dear

I would like to offer a XXXXXXXXXXXXXX trip for our Year XX students, and write to you seeking approval. I have provided information about the proposed tour below.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposed visit |  | | | | | | | | | | |
| Organiser \* |  | | | | Party Leader \*  *(if not organiser)* | | |  | | | |
| Brief description of proposal |  | | | | | | | | | | |
| Departure Date |  | Time |  | Return Date | |  | | | Time |  | |
| Year(s) involved |  | Approximate numbers |  | Will pupils miss lessons? | | | YES  NO | | Will staff miss lessons? | | YES  NO |

Has the activity been discussed with the appropriate HOD/HOY? YES / NO

Have you read the guidelines and policy? YES / NO

Has the calendar been discussed with XXXXXXXXXXX? YES / NO

Have you discussed the trip with the Head/Principal? YES / NO

|  |  |
| --- | --- |
| **Three Main Learning Aims/Objectives** | **Syllabus Links** |
| **1** |  |
| **2** |
| **3** |

**Summary Benefits of Learning Outside of the Classroom:**

Learning outside the classroom is about raising young people’s achievement through an organised, powerful approach to meaningful learning in which direct experience is of prime importance.

This is about what, how and where we learn. It is about improving young people’s understanding, skills, values, personal and social development and can act as a vehicle to develop young people’s capacity and motivation to learn.

Real-world learning brings the benefits of formal and informal education together.

There is a wealth of evidence which demonstrates the benefits for young people’s learning and personal development outside the classroom as well as the benefits for staff and the school. In summary, learning outside the classroom:

* gives children new and exciting experiences and opportunities through more engaging & relevant learning that inspires children to reach their true potential by nurturing creativity and imagination. These experiences raise aspirations, equipping young people to become active and responsible citizens.
* addresses educational inequality, re-motivating children who do not thrive in the traditional classroom environment. Young people who experience learning outside the classroom benefit from increased self esteem, health and become more engaged in their education by feeling part of a team. It rewards positive involvement in school activities. It develops students’ leadership by involving students in planning their trip
* supports improved standards inside the classroom, raising attainment and improving exam results, improving attendance and discipline. Learning outside the classroom is known to contribute significantly to raising standards & improving pupils’ personal, social & emotional development.
* can raise positive profile of our school by using social media during the tour to show what we are doing and achieving – also develops students presentation skills.
* shows that the positive results of LOC will balance the costs
* supports the national promotion of LOC so helps with OFSTED criteria
* will help staff development as part of their CPD

I have contacted, and spoken in depth with, a number of tour operators obtaining several quotes. From these I want to work with Select School Travel who I feel are excellent value for money and will provide us with first class support. They are financially protected by ABTA and ATOL, are full members of School Travel Forum and holders of the Learning Outside the Classroom (LOtC) Quality Badge.

The attached quote from Select School Travel provides full details of the proposed trip based on our preferred dates of travel, along with an outline itinerary which I believe achieves our educational objectives through engaging excursions within a realistic budget. I plan to advertise the tour to pupils at a cost of £XXX.

|  |  |  |
| --- | --- | --- |
| **Item** | **Total Cost** | **Amount per Pupil** |
| Tour Company Quote |  |  |
| Staff Cover Costs |  |  |
| Additional excursions |  |  |
| Contingency Fund |  |  |
| **Total Cost to Parents** | |  |

I have identified a shortlist of staff that I would like to accompany the trip with me. I am happy to explain further why I think they are suitable for this tour.

**STAFF (as known at this time)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Staff Code** | **M/F** | **Position** | **Qualifications for Activity** | **Experience of activity** | **First Aid** |
|  |  |  |  | Y / N | Y/ N |
|  |  |  |  | Y / N | Y/ N |
|  |  |  |  | Y / N | Y/ N |
|  |  |  |  | Y / N | Y/ N |

|  |  |
| --- | --- |
| Staff : Student Ratio | 1 : X |

My launch plan is as follows:

|  |  |
| --- | --- |
| Permission Granted for Tour | XXX |
| Advise students of the trip | In assembly / school newsletter on XXXX |
| Hand out letters for parents | XXX |
| Deadline for deposits from parents | XXX (give maximum two weeks) |
| Book tour with deposits of £XX per pupil | XXX (approx. two weeks after deposit receipt) |

Parents will be given a detailed payment schedule so that they can budget accordingly for the trip, and the company will provide payment cards so we can keep a record of monies paid.

I hope I have shown the educational value of this opportunity. I hope you approve and welcome your support and will answer any questions with regard to the proposed tour.

Yours sincerely