

PARENT COMMUNICATION · ALL GRADES

Trip Information Letter

Complete and clear

Letter template

[School letterhead] [Date] Dear Parents and Carers of [Class], We're really excited to tell you about our upcoming trip to [destination] on [date]. — Trip details — • Where: [Full name and address of venue] • When: [Date, departure time, return time] • What we'll be doing: [1-2 sentences — link to learning if relevant] • Why we're going: [1 sentence — what curriculum link / experience] — Practical — • How we'll travel: [Coach / minibus / walking / public transport] • Cost: £___ (covers [transport / entrance / activities / etc.]) • How to pay: [School online payment / cash / cheque] • Deadline for payment: [Date] • What to wear: [School uniform / non-uniform / specific kit] • What to bring: [Packed lunch / drink / waterproof / hat / etc.] • What NOT to bring: [Phones / sweets / cash / etc.] — Lunch — [If a packed lunch is needed:] All children will need a packed lunch and water bottle. School can provide one for those entitled to free school meals — please tick the slip below. [OR if school is providing:] School will provide a packed lunch on the day, included in the trip cost. — Contact on the day — • I'll be contactable on [school number / school mobile] • If we're delayed returning, school will text parents — What to do at home before — [Optional but lovely: 'It would be wonderful if you could chat with your child about [topic] before the trip — it makes the experience richer.'] If you have any questions, please get in touch. With excitement, [Name] — — — — — [Tear-off / digital reply slip] Child's name: _____ ■ I give permission for my child to attend the trip to [destination] on [date]. ■ I have paid £___ via [method]. ■ I confirm my emergency contact details are up to date. ■ Any allergies / medication needed: _____ ■ I would like school to provide a packed lunch (FSM children only) Signed: _____ Date: _____

Why this matters



<p>Reduces follow-up questions</p> <p>A complete letter answers most questions before they're asked. Every gap = 5 emails.</p>	<p>Helps families plan</p> <p>Working parents need timing details to arrange childcare, work hours, etc. Vague letters cause real stress.</p>
<p>Includes financial transparency</p> <p>Knowing exactly what £15 covers helps families decide if they can afford it. Hidden costs after the fact damage trust.</p>	<p>Catches the right parents</p> <p>Families with allergies, medication, FSM eligibility need to know in time to flag. A complete letter creates the chance.</p>
<p>Saves your time</p> <p>Spend 15 minutes writing a complete letter. Save 2 hours fielding email questions over the next week.</p>	

Common things teachers forget

1. WHAT TIME WE'RE BACK. Parents need this for pickup logistics. 2. THE TOTAL COST INCLUDING EVERYTHING. £8 'plus £3 for lunch' frustrates. Just say £11. 3. CONTACT NUMBER FOR THE DAY. Parents need to know who to contact in emergencies. 4. FSM LUNCH PROVISION. If children get free school meals, they should still have lunch on the trip. 5. WHAT IF IT'S RAINING? Trip still on? Postponed? Different kit? Address explicitly. 6. DEADLINE FOR PERMISSION. Set one. Some parents reply on day-of without it.

