

PARENT COMMUNICATION · ALL GRADES

Permission Slip

Clear and complete

Permission slip template

PERMISSION SLIP — [TRIP NAME] Date of trip: _____ Destination: _____
 Departure / return time: _____ Cost: £ _____ To pay by: _____ Please
 return this slip by: _____ Child's full
 name: _____ Class: _____ Year: _____ Date of birth: _____

_____ PERMISSION I give
 permission for my child to attend the trip described above. I confirm I have read the trip information letter.
 I confirm payment has been made / will be made by [date]. _____

— MEDICAL Does your child have any allergies? Yes / No If yes, please specify: _____
 Does your child take any medication that staff need to
 know about? Yes / No If yes, please specify: _____ Any medical
 conditions we should know about? _____

EMERGENCY CONTACTS 1. Name: _____ Relation: _____
 Phone: _____ 2. Name: _____ Relation: _____
 Phone: _____ Family doctor (if known): _____

LUNCH (if relevant) My child will bring a packed lunch. My child is
 entitled to free school meals — please provide a school packed lunch. Allergies / dietary needs:

ADDITIONAL
 CONSENTS I give permission for staff to administer first aid as required. I give permission for staff to
 administer prescribed medication my child needs. I give permission for photographs of my child to be taken
 on the trip and used [for school records / on school website / not at all]. _____

Signed (parent / carer): _____ Name (PRINT): _____
 Date: _____ Day-time contact
 phone: _____



Practical notes

1. SEND PHYSICALLY when possible. Permission slips lose validity in spam folders. 2. CHASE NON-RETURNERS. Set a deadline. Two days before, chase. One day before, chase again. Don't let trips be delayed by missing slips. 3. KEEP COPIES. Take printed copies WITH YOU on the trip. The 'in case' becomes the 'thank goodness' often enough. 4. PHOTOGRAPHY CONSENT. Schools often have a blanket photography consent. If not, this slip is a chance to confirm. 5. ALLERGIES IN BIG LETTERS. On a separate sheet for staff supervising the trip — every allergy noted, in a folder, with all the slips.

