Letter to parents for a residential school trip

Template: replace the orange fields in brackets with the details of your trip.

[School logo and name]
[Place], [date]

Dear parents and carers,

From [date] to [date], [class or year group] will be going on [a school trip / residential trip] to [destination]. During the trip, [purpose of the trip, for example: pupils will explore the history of the city].

Departure	[day, time and place of departure]
Return	[day, time and place of arrival]
Transport	[coach / train / plane]
Accommodation	[type of accommodation and location]
Cost	[amount], including [transport, accommodation, meals, ...]
Payment	[arrangements according to school policy]
Travel document	Your child needs a valid [passport / identity card].
Staff	[names or number of accompanying staff]
Contact	During the trip, the school can be reached on [emergency number].

Please return [the reply slip, medical form, a copy of the travel document, ...] by [date].

If you have any questions, please contact [name and contact details of the trip leader].

Kind regards,

[name]
[role]

Reply slip

Please cut off this slip and return it to the school.

Reply slip – to be returned by [date]

Pupil's name _____

Class _____

Will take part in the trip yes / no

Medical or dietary information _____

Parent or carer signature _____

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