

Form of Application

For approval in principle for permission to arrange Educational excursions
(residential/overseas)

PLEASE USE BLACK INK AND BLOCK LETTERS

Name of Establishment		
Location to be visited		
Date of departure		
Date of return		
Number Participating	Male	Female
a) Pupils	<input type="text"/>	<input type="text"/>
b) Teachers/Support Staff	<input type="text"/>	<input type="text"/>
c) Other adults	<input type="text"/>	<input type="text"/>
		Mode of travel
Purpose of proposed visit		
Activities to be included in education excursion, if any (e.g. skiing, mountain climbing etc)		
<p>NOTE ANY ACTIVITY TO BE INCLUDED MUST BE RISK ASSESSED IN ACCORDANCE WITH EAST RENFREWSHIRE COUNCIL STANDARD CIRCULARS AND HEALTH AND SAFETY DOCUMENTS AND PARENT/GUARDIAN CONCENT RECEIVED</p>		
Please state the names and addresses off all persons other than pupils or teachers of the establishment who, it is proposed, should be permitted to participate in the educational excursion:		
Signature _____ Date _____ Designation _____		
Please return completed form in duplicate to the Head Teacher Permission is granted for the educational excursion as detailed above to be investigated. Please note Appendix 2 must be completed and endorsed by Head of Establishment and Head of Education services prior to any travel arrangements being made		
Signature _____ Head of Establishment Date _____		