

Educational Trip Notification Letter Template

Subject: Educational Field Trip Permission and Information

Dear Parents and Guardians,

This letter serves as official notification of an upcoming educational field trip for [grade/class] students to [destination] on [date].

This trip directly supports our curriculum objectives in [subject area] and will provide students with hands-on learning opportunities that cannot be replicated in the classroom. Students will engage in [specific educational activities] under the supervision of certified teachers and trained guides.

Transportation will be provided via [method - school bus, chartered bus, etc.] with departure at [time] from the school and expected return by [time]. All safety protocols will be strictly followed, and emergency contact information will be available at all times.

The cost per student is [amount], which covers transportation, admission fees, and educational materials. Payment is due by [date], and financial assistance is available for families who need it.

A detailed permission slip and medical information form are enclosed and must be completed and returned by [deadline]. No student will be permitted to attend without proper documentation.

Please contact the school office with any questions or concerns.

Sincerely,

[Teacher/Administrator Name]

[School Name]

[Contact Information]

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