**Red Hall Primary School, Headingley Crescent, Darlington, Co Durham, DL1 2ST**

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24th April 2018

Dear Parent/Carer,

**Deadlines for School Trips**

At Red Hall Primary we love to give our pupils as many opportunities as possible to enrich their learning by giving them the chances to go on as many trips and outings, creating Memorable Experiences.

For every visit we have deadlines in place to allow the school to arrange for school meals, cater for numbers for transport and admission into places and most importantly health and safety regulations have to be adhered to, which include us having to complete accurate risk assessments for the Local Authority.

In recent weeks, school staff have found themselves spending more and more time chasing up consents and money, when they should have been in the classroom working with our pupils.

We have also had members of our school staff verbally abused because parents/carers themselves have missed the deadline which is unfair and unreasonable. No member of staff should be expected to be treat in this manner.

As a result of this. a decision was made by myself, that staff would no longer follow up on missing consents or payment from this term onwards. Once a deadline has expired and if your child has not returned their consent, then they will not be allowed to attend the trip.

Moving forward, if you have missed the deadline, then your child is still expected to be in school otherwise their absence will be recorded as unauthorised.

It is your responsibility to check your child’s book bags for letters and please be reminded that copies of all school letters can be accessed on our website.

Yours faithfully,

Julie Davidson

Headteacher

\*Please note all copies of school letters can be viewed on the website at [www.redhallprimary-darlington.co.uk](http://www.redhallprimary-darlington.co.uk)