**8. EOTC Parental Information Letter**

**[School]**

**[Group]**

**[Event and venue]**

**[date]**

Dear Parent/Caregiver

[Brief description of EOTC event, including learning outcomes]

Details:

[Times: meeting time and place]

[Return: time and place]

[Transport details]

[Clothing and equipment required]

[Costs]

[Venue/accommodation details, including address and phone number]

Consider including information on

* emergency and contingency plans
* details of first aid cover and provision for additional support for medical needs
* procedures if anyone becomes ill
* staffing including relevant experience and qualifications related to activity
* what not to take or bring back
* money to be taken, arrangements for safekeeping
* policy on the use of phones, both mobile and landline, during events.

This event contains risks, including [detail of risks]. This event is managed by school staff who will manage risk and hazards according to the school’s safety management plan. This includes careful [broad description of strategies]. While risks can be maintained to acceptable levels they cannot be totally eliminated. Some risk is retained for its learning and experiential value. If you wish to come in to school to see our safety management systems or have any questions, feel free to contact [person in charge of activity] .

It is important for safety reasons that students follow instructions given to them by all staff and follow all appropriate school rules. Behaviour by students that is deemed dangerous and puts themselves and/or others at undue risk will result in [detail school sanctions here].

Please feel free to contact me at school with any queries [provide contact number]

Yours faithfully

[Person in charge of the activity]