



EVINGTON VALLEY PRIMARY SCHOOL

Caring and Learning Together

Dear Parent / Carer

IMPORTANT FORMS

1. Off Site Visits (School Journey Insurance)

Leicester City Council Risk management Services offers schools the facility to purchase off site visit insurance cover through ACE Europe on an annual basis rather than declaring each trip. The cost for this will be **50p per child, per year.**

The scheme reduces the need for declarations for every visit, e.g. swimming, educational visits, visits to the local shops, post office, sports field etc. and it also reduces the cost over a 12 month period.

I know that you will agree that it is vital that schools ensure that all off site visits are covered by insurance.

Please note by signing the Parental Signature Sheet, you have already given permission for your child to be taken out of the school grounds for educational purposes for the entirety of your child's time at Evington Valley. Each year you will be given a reminder of the contribution required to cover the cost of insurance.

Please note this year it will again be 50p and this needs to be returned to school as soon as possible in an envelope clearly identified as 'Insurance Money', and marked with your child's name and class.

2. Data Collection Sheet

Please check that the information on the Data Collection Sheet is correct, making any necessary changes. **Please sign and return the sheet straight away (even if there are no changes to be made).**

3. Medical Records Update Sheet

Please complete the form with your child's name, class and any medical conditions that they may have. **If they do not have any medical conditions to report we still require you to fill in your child's name and class and sign the bottom of the form, returning it to school as soon as possible.**

Yours sincerely

Jill Griffin
Headteacher