



November 2017

Dear Parent/Carer

### **Educational Visits and Consent**

Richmond School has recently changed its way of sending out educational visit information and gathering parental consent for students to participate in trips and visits. The system we use is called Evolve, which some of you may already be familiar with. Evolve is an educational visit management system that allows us to organise educational visits in a more robust way, ensuring visits are safe and well-planned in order to provide the best experience for our students.

In keeping with NYCC guidelines we would like to obtain universal consent for all students, enabling them to take part in activities which fall within the school day, without obtaining consent on each separate occasion. For each visit all parents/carers with parental responsibility will be emailed a letter via Evolve giving full details of the visit. We ask that you check your email spam and mark Evolve as a safe sender to ensure you do not miss any further information.

Parents have already signed consent for students to take part in sporting fixtures on their son/daughters admission to school. Details of these events are advertised in the PE department and it is the responsibility of students to obtain details and inform parents.

If the visit takes place partly or wholly outside of school hours or includes an adventurous activity or residential stay, parents/carers will receive the emailed information letter but additional consent is required and a separate consent email will follow. Parents/carers will then be able to consent to or decline the visit by following the link on the email. At this stage it is very useful for planning if parents could decline the consent if their son/daughter does not wish to participate, rather than not respond at all. This will ensure do not continue to receive reminders and further trip information.

Richmond School is legally obliged to inform all those who hold parental responsibility for a student when a visit is due to take place. The consent email will also be sent to all those with parental responsibility, whether resident or non-resident. Parents should communicate between themselves on how they wish to deal with this.

In order to give Universal Educational Visit Consent for all educational visits that occur within school hours please complete the email that will be sent out to you from Evolve before Friday 17 November 2017. If you do not have an email address or access to the internet please complete the paper copy that will be sent to you before Friday 17 November 2017.

If have any concerns or questions regarding educational visits or consent please contact Mrs Sarah Hogg, Admin Officer [shogg@richmondschool.net](mailto:shogg@richmondschool.net)

Yours sincerely

Jenna Potter  
Head of School