School trips are a key element of life at the BSM, and are organised to support and enrich the pupils’ educational experience. Opportunities for educational visits help pupils to develop elements of the learner profile – encouraging the broader personal development of an individual. Educational visits may range from local day trips to longer residential experiences. As well as being stimulating and educationally valuable, each visit must have as its highest priority the safety, security and welfare of the pupils.  We are very grateful to members of staff for organising and accompanying trips and recognise that their provision and success depends upon their enthusiasm, commitment, energy and professionalism.

Whilst we recognise the value that educational visits bring to the development of individuals, it is important that academic commitments are also met. Therefore, educational visits involving Year 11 and Year 13 students after the Christmas holidays for those year groups are only permitted provided there are no objections from teachers who teach them on the day(s) they may be absent. In principle, each department is able to request one day per year group for an educational visit, therefore, longer trips require the use of weekends and/or holidays. Geography and Languages may request two days due to the curriculum of these subjects, but any exceptions will be considered on a case by case basis from the information provided on the initial trip application form (EVN1).

*Category 1 trips are defined as day trips within Italy*

*Category 2 (symbol\*) trips are defined as trips that include one or more of (a) an overnight* *stay; (b) are outside Italy; (c) are classified as adventure activities.*

This policy should be read in conjunction with the Critical Incident Policy, Student Code of Conduct, Staff Code of Conduct and the Safeguarding Policy.

**1. Introduction**

* Any visit off-site requires the permission of the Principal –via the submission of EVN1 - and the subsequent submission of EVN2 & EVN3 to the Head of PS for PS trips and to the Head of SS for SS trips
* One qualified teacher (the Trip Leader) must take responsibility for organising and leading a trip – if they are leading a trip for the first time then the Head of PS or SS will induct the new member of staff with regard to expectations for trip planning and risk assessment
* It is vital that all trips are planned with great care, and that a complete copy of all documentation is kept by the Head of PS/Head of SS and that parents as well as participating pupils are fully informed as to the arrangement for any educational visit
* The Trip Leader and other accompanying staff are in *loco parentis* at all times and are therefore responsible for the well-being and safety of the students.

**2. General**

* At least one person accompanying each trip must be a qualified First Aider and oversee the administration of first aid.  On all trips, a first aid kit must be carried by a member of staff.
* The Trip Leader must ensure that supervising staff are effectively deployed to ensure their own safety as well as the safety and welfare of students
* Whilst there is no definitive adult:pupil ratio, the risk assessments must provide the reasons for the decision taken about the ratio with particular reference to special or additional needs and taking full account of the level of risk of the activities.  As a general guide, the following should be considered, but the location of the trip may reduce these ratios
  + 1 adult to 3 pupils in EYFS
* 1 adult for every 6 pupils in Years 1 to 3
* 1 adult for every 10-15 pupils in Years 4 to 6
* 1 adult for every 15-20 pupils in Year 7 and above
* A minimum of two adults must accompany all trip. On any residential trip consisting of boys and girls there must be accompanying staff of both genders.  A single gender trip must be accompanied by at least one member of staff of the same gender.  When a trip is submitted for consideration the Principal will assess the ratio of staff to pupils and whether the staff as a whole are sufficiently qualified and experienced
* For residential trips it is mandatory to have a parents’ meeting

**3. Planning a school trip**

Early planning is essential for any visit. Ideally visits should be planned in the previous academic year as part of the calendar planning process, though it is recognised that the arrival of new staff and the opening of new opportunities may make that impossible.  At the latest, requests for visits should be submitted at least three term weeks ahead for Category 1 trips and ten term weeks for Category 2 trips.

The Trip Leader is responsible for setting the planning schedule which must allow sufficient time for all correspondence and submission and approval (including risk assessments) to occur.

For Category 2 trips, an exploratory visit is likely to be necessary, except when an identical trip has been run within the previous three years or when an external organisation has run the same trip before. Exploratory visits may also be necessary for Category 1 trips.

The purpose of an exploratory visit is to: ensure the venue is suitable; that it can cater for the needs of pupils and staff; that the potential areas and levels of risk may be assessed; to obtain information concerning any external staff qualifications, vetting and licences; if applicable to ensure any centre has an adventure licence.

To ensure all necessary preparation is made, the checklist EVN0 should be referred to and completed.

There are no plans for exchange visits at BSM or hosting students from other schools due to the challenges of carrying out sufficient safeguarding checks.

**4. Letter to parents**

In plenty of time before the trip parents, as well as pupils (of appropriate age) and accompanying staff, must be given full written details of the organisation and administration of the visit, elements of the letter to include are:

* Itinerary, activities, accommodation and venues (with contact details – which could be the school number), including any special risk inherent in the activities to be undertaken
* Where appropriate, total costs, and the statement that the cost will be added to the school bill (add that parents may withdraw their child from any school trip but any cost implications of withdrawal should be made clear in the letter)
* Insurance details, including medical cover and exemptions (if different to school insurance)
* An acknowledgement slip that the parents have completed the Online Medical Information and Trips Update form (included in which is a statement that, during a trip, the Trip Leader reserves the right to search the possessions of the accompanying pupils, and to send any pupils home, with due regard to their safety and welfare, if the code of conduct is breached\*)
* A statement which requires parents to provide any update or change to the Online Medical Information and Trips Update form in terms of contact or medical details should they change from the original submission to the date of departure
* Confirmation of who a parent should contact before, during or after the trip if they have any concerns
* Means and specific details (including departure and arrival times and places and if applicable flight numbers) of transport
* Details of personal items, pocket money and specialist equipment and/or clothing necessary for activities
* Details, where appropriate, of packed meal and catering arrangements
* Details of the members of staff accompanying the trip, including their experience and expertise where reasonable and relevant
* Information about passport, visa and inoculation (including Green Pass) requirements\*, if any
* An invitation to contact the trip organiser with specific questions

Where the Principal or Head consider it appropriate, and always in the case of a residential trip, well in advance of the trip a meeting may be held for all parents, students, accompanying staff, and any voluntary helpers concerned with the visit. At the meeting the information above shall be reiterated and there should be an opportunity for questions and discussion. As a minimum the information must be provided in writing.

If it is possible to make accommodation arrangements before the trip, the parents should be informed in writing with whom their child would be sharing a room.

**Parents may withdraw their child from any school trip but any cost implications of withdrawal should be made clear.**

**5. Risk Management and Risk Assessment**

Trips may only be undertaken following the completion and submission of thorough risk assessments prepared by the Trip Leader, authorised and approved by the Head of PS/ Head of SS.

* The Trip Leader must ensure that the risk assessment has been fully and appropriately adapted to reflect the specific planned school visit, irrespective of the number of times the Trip Leader may have in the past gone on the same trip
* Risk assessments are a vital legal document; if there were to be a serious incident on a trip, they would be crucial pieces of evidence in showing that it was well planned and risks were considered
* Risks must be carefully assessed and appropriate actions taken to eliminate, reduce and/or manage those risks in advance of any trip, including students consideration of risk
* The risk assessment should include what to do in the case of death or serious injury of a person(s) on the trip
* Trip Leaders and other staff should continually monitor hazards and assess risks throughout the visit and on-going risk assessments must be undertaken. Adapt plans and then assess risks as necessary (eg behaviour, weather). Trip Leaders should adapt plans and consider stopping the visit or activity at any time if the risk to the health and safety of participants is unacceptable.

**Steps to Follow when Assessing Risks**

**Places to be visited e.g. Paris**

Potential Hazards: e.g.

* Walking in city streets
* Loss of passport
* Travelling by ferry/air
* Unsuitable hotel
* Does the site have a specific risk assessment that we can include

**List existing controls or note where the information may be found e.g.**

* Ensure sufficient supervision
* Clear guidance to pupils
* Know details for the Consulate
* Exploratory visit

**How will you cope with the hazards which are not currently or fully controlled under the section above**

* List the hazards and the measures taken to control them

**Continual monitoring of hazards throughout visit:**

* Adapt plans and then assess risks as necessary

Consider collecting student mobile numbers – if this would be effective on the visit

**Also to be included in risk assessment – when will the pupils have the answers to these questions?**

**Checklist for SS pupils going on a visit (and for PS pupils on a residential visit)**

|  |  |
| --- | --- |
| **Questions to ask yourself** | **Answer** |
| **Who is the trip leader?** |  |
| **Where am I going to visit?** |  |
| **How can I contact my trip leader?** |  |
| **What do I do if I get lost?** |  |
| **What do I do to keep my money and valuables safe?** |  |
| **For Residential Visits** |  |
| **The Address(es) and telephone number(s) of the place(s) where I shall be staying** |  |
| **Where am I sleeping and who is sharing my room?** |  |

**6. Potentially hazardous activities off-site**

Hazardous activities include activities such as: camping, skiing, walking in remote areas, mountain walking, rock climbing, caving, potholing, horse riding, sailing, wind-surfing, paddle boarding, canoeing, sub-aqua, open water swimming (e.g. sea, rivers and lakes), field studies. (This list is not an exhaustive one). Before approving such activities the Head of Senior or Head of Primary must satisfy him/herself that:

1. The Trip Leader and accompanying staff are sufficiently experienced and qualified to undertake such activities and will undertake any necessary training beforehand.

2. The student-teacher ratio required for the particular activity is appropriate.

3. For certain locations the Trip Leader has knowledge of the area to be visited or has undertaken a reconnaissance visit, or taken suitable professional advice.

4. A full risk assessment of each activity has been conducted.

Staff organising hazardous activities must possess the basic qualifications for certain specialist activities. See the Outdoor Education Advisors Panel website [https://oeapng.info](https://oeapng.info/)

**7. Assessing venues and providers**

When using a venue and/or external provider for activities, the Trip Leader should, particularly the first time they are used, require information to assess the quality of the venue/external provider

The Trip Leader should check that any adults who may have contact with students have been subject to appropriate criminal records checks.

When there is a visit to an outdoor activity centre in England, Scotland and/or Wales, the centre should usually be licensed under the provision of the Adventure Activities Licensing Regulations 2004, when activities there involve caving, climbing, trekking, skiing or water sports. The Adventure Activities Licensing Authority can be contacted to check whether a centre has a licence. Tel +44 1222 755715, fax +44 1222 755757.

**8. Voluntary helpers**

Voluntary helpers must be selected carefully and be well known to the staff and students going on the trip.

Volunteers must be supervised by teaching staff or they must have a criminal records check.

Voluntary helpers must be made fully aware of the extent of their responsibilities in discussion and in writing.

**9. Immediately before the trip**

Trip Leaders should ensure they have the following with them before the start of the trip:

1. For residential trips, the check list below must be finalised and gone through\*

2. Lists of student contact details must be prepared for all staff and helpers. These lists must be available at all times to all staff and helpers during the visit. Copies must be given to the contact member of staff at school, as well as office staff, before the trip (this data can be collected from the Online Medical Update and Trips Form spreadsheet) including details of any special dietary requirements or medical conditions of the student and consent to emergency medical treatment.

3. A list of students with learning support and/or medical conditions must be distributed to each staff member on the trip. Any relevant medical conditions should be discussed with parents so that the Trip Leader is aware of any necessary medication, and knows how to dispense it

4. The Trip Leader must take a school mobile phone on the trip. Other staff members may also need a school mobile

5. Emergency staff name and contact details at school (copy for each staff member on trip)

6. Risk assessments (copies for each staff member on trip)

7. First aid kit

8. Travel tickets, passports (with 6 months validity remaining)\* and visas\*. A separate list\* of travel document numbers, and photocopies of documents wherever possible to be carried by another adult in a sealed waterproof bag

9. Emergency contact numbers\* for the country in which you are staying, and staff contact. This should be given to all students, preferably in the form of a laminated wrist band or credit card sized slip. Students could also take a photo of this information

10. Location map/addresses of all accommodation, to be given to all students.\*

11. Phone number of British Embassy/Consulate (or other relevant consulates) in country being visited\*

12. Location of hospital/medical services.

\* Category 2 trips only

**10. Residential Trips Checklist**

Residential trips to have outline approval 10 term weeks in advance

**The following must be made clear in organising the trip:**

1. **Purpose** of the trip and educational aims/objectives

2. **Programme** – details of itinerary, all activities and venues

3. **Name of Trip Leader**, all students and all supervising staff including both genders, staff/pupil ratio, vetting and levels of experience/expertise enjoyed by staff including names of any third parties and confirmation that these have been vetted; any volunteers who have unsupervised access will need a full enhanced DBS certificate, and be made aware of their responsibilities in writing

4. **Dates and times** – school itinerary must match any itinerary provided by the site

5. **Supervision details** of sub-groups within the trip (at every stage, details required of where pupils are and who is supervising them, including any free time; a pupil should always be in the company of at least one other pupil and never be on his/her own)

6.**Travel details** – times of travel to and from venue(s); flight numbers; passport and visa requirements; safety belts to be worn at all times; any use of private cars requires proof of insurance and parental consent

7. **Accommodation details**– where possible a map of location, with sleeping plan for students and teachers; confirmation that teachers will only visit pupil rooms during the night in twos, and that staff retain access to all pupil rooms in an emergency

8. **Preliminary visit**, if first time trip, should be undertaken (where travel company offers an Inspection

visit, this constitutes a preliminary visit)

9. **Safety accreditation**/site licence for adventure activities, and details of fire/water safety

10. **Risk assessment** for all individual activities; specific event as well as generic site risk assessments are required; this should be available to parents upon request and include students in the process of assessing risk

**A meeting for all residential trips must be held to inform parents of the following points, and be articulated in writing:**

11. **Standards of behaviour** and code of conduct expected: all school trips to be covered by Code of Conduct form signed at the start of year; students who breach the code may be sent home

12. **Parental signed consent** obtained and full information made available in letter

13. **Total cost** and that the cost will be added to the school bill

14. **Details of parent handover** at both ends, with clear times of departure and return

15. **Specialist clothing**/equipment necessary

16. **School Insurance cover**, including medical cover and exemptions

17. **Contact numbers** for the Trip Leader, the school and emergency procedure

18. **First Aid kit** and special medical needs of individuals, including details of allergies, asthma, epilepsy

– details of who administers and who carries the kit(s), as well as relevant vaccinations, Health cards (tessera sanitaria)

19. **Packed meal** requirements

20. **Accident and incident** recording and reporting procedure

**The following should also be ensured/clarified**:

21. Students on trips overseas to carry **identity card**, with details of name, address, contact phone number of Trip Leader, medical needs

22. **Learning support needs**

23. **Mobile phone policy** for students

24. **Languages spoken** by staff

**11. During the trip**

* At the start of the trip pupils must be informed they should immediately report any irregularities they may witness during the trip to a staff member
* The Trip Leader must ensure that it is always clear which adult is responsible for what, and when. For example, there must be clear handover arrangements between the Trip Leader and specialist instructors
* Should the visiting school staff supervise pupils alongside the specialist instructors, there must always be clarity about who has responsibility for which aspects of the session and for which pupils
* In order to fulfil their duty of care, the Trip Leader, and all accompanying staff, must ensure the pupils are fully supervised appropriate to the nature of the activity; the age of the participants; the location and environment; the maturity of the group; the special educational and medical needs of individuals in the group
* Each pupil must carry details of their name, address, any allergies and medical needs, the school address and contact numbers, the group’s temporary residence address, and school mobile telephone number(s) being held by the staff on the trip\*
* Continual monitoring of hazards throughout the visit and on-going risk assessments must be undertaken. Staff must adapt plans and assess risks as necessary (eg behaviour, weather etc…), and consider stopping the visit or activity at any time if the risk to the health and safety of participants is too high
* Make sure pupils are aware of procedures re: traffic, road crossing, travelling in threes (see below) etc.
* Ensure pupils know what action to take if they become separated from the group.
* Pupil numbers must be checked at appropriate and regular intervals
* ‘Unchecked’ adults (eg parent volunteers) without a valid criminal records check must never be allowed unsupervised access to pupils at any time
* Pupils are not allowed to consume alcohol.
* Staff must not consume any alcohol during the trip.
* Members of staff must not offer to pupils food or drink acquired from their own resources
* If the Trip Leader deems it is safe to give older pupils limited ‘free time’, they must be in groups of a minimum of three and must be informed of where staff may be found.
* Staff must ensure that an individual pupil is never left on his or her own during a trip
* Particularly younger pupils should have very little unsupervised time in the evening
* Year 12 and Year 13 pupils may be given a limited amount of time (up to 90 minutes) but should always be met at the end of the period\*
* Bedtimes must be clearly established and adhered to\*
* When organising sleeping arrangements, the Trip Leader must ensure that pupil and staff gender segregation is strictly maintained. Where possible, children should share a room with their classmates\*
* A member of staff must not attempt to change the pre-arranged rooming arrangements without the consent of the Trip Leader, and other accompanying staff members\*
* When visiting a pupil’s room a member of staff must always be accompanied to, at the very least, the door of the room, before entering, and for as long as the colleague is in the room\*
* There should be a very clear rule about pupils gathering in bedrooms so that pupils do not visit others’ bedrooms after the specified time for ‘lights out’\*
* Close supervision of the pupils in any hostel, centre or hotel during the night must be maintained, and regular checks made. One member of staff should be accommodated on each corridor where possible.
* Staff must ensure all pupils know where they may find them in the night in an emergency\*
* Each member of staff must be able to gain entry to pupils’ rooms in an emergency.
* A member of staff must never tell other children to leave them alone with a child unless accompanied by a colleague\*  ie a member of staff should never be alone with a child
* On camping expeditions, staff tents must be pitched close to pupils’ tents.
* Pupils must know the emergency evacuation procedure of their accommodation, and where to meet\*

\*Category 2 trips only

**12. Emergencies**

Whilst still controlling and supervising the rest of the group, the Trip Leader must contact the appropriate emergency/rescue service immediately. The Trip Leader should also contact the person, who may be the Principal or Head, at school who has been identified as the contact for the trip as soon as possible. He/she and other staff at school may then need to follow the Critical Incident Policy.

**13. After the trip**

* As soon as possible after the end of the trip the Trip Leader must complete and submit to the Head of PS/ Head of SS a Trip Evaluation form (EV3) on which all incidents including poor behaviour, accidents and near-misses, any unusual medical events, significant injury/first aid, and any alteration (such as accommodation) to the arrangements for the trip, must be recorded. If there were any circumstances in which a teacher had unsupervised access to a pupil, the specific details and reasons must be recorded and consideration should be given to whether to make the Safeguarding Lead aware of the situation. A record of any concern expressed by a parent to a member of staff during or after the trip must be recorded on the form. Finally, an assessment of the educational value of, arrangements for, and general success of the trip, should be entered.
* The Trip Evaluation form (EVN3) should be referred to when planning is considered for the next trip to the same location
* Accidents and illnesses on trips should be recorded in the Accident Record in the normal way.  All serious work-related injuries to a member of staff or a child must be recorded and reported.

**SOME GENERAL POINTS TO HELP IN THE ORGANISATION OF A SCHOOL TRIP**

Organising and managing trips and visits is a significant responsibility and the guidelines below aim to make this task clear and straightforward.

1. Discuss the project with the Head of PS/ Head of SS.
2. Consult the calendar to find the times that will least disturb the teaching programme
3. Discuss the initiative with colleagues who will ultimately be responsible for releasing students from timetabled lessons, should this be necessary.
4. Present the idea to students to assess the eventual popularity/viability of the trip.
5. Complete EVN1
6. Draft a letter for parents containing all the necessary details indicating the deposit required to secure a place. Before indicating the trip cost to the parent, you must deal with Bursar to determine the final cost that will be charged to the parent.
7. Clear the letter with the Head of PS/ Head of SS.
8. The Senior School Secretary will be available to assist with travel arrangements for Senior School and the Primary School Secretary for Primary School should this be necessary.
9. The Music Department should be informed of any trips in order to cancel any private music lessons.
10. The PE Department should be informed of any trips if PE lessons are on the day or days of the trip.
11. Define the number of staff required to assist you and confirm this with the Head of PS/ Head of SS – complete EVN2 and submit away from school notifications.
12. Publish the list of names - well in advance - of the students involved. A copy should also be given to Head of PS/ Head of SS.
13. SS pupils must have read and signed their Code of Conduct form and parents must complete the Online Medical Update and Trips Form accepting the school's conditions with regard to behaviour, etc., whilst PS parents will sign on behalf of their children.
14. Complete EVN2 (summary of staff, students, contact numbers and risk assessment document and submit to Head of PS/ Head of SS
15. All costs incurred during the trips and visits should ordinarily be paid by the parent. No costs are to be sustained by the School without prior consent of Senior Leadership.
16. Accounting Arrangements: Billing Dept. must be provided with a list of names the day before the trip.
17. Complete EVN3 (evaluation) on return to school

**Note regarding taking students on trips outside Italy**

**(at time of review, Sept 2021, no trips outside of Italy will be considered)**

For **Italians under 14**, parents must go to their Questura with photocopies of both parents’ passports or ID cards (front and back) and a photocopy of the pupil’s passport or ID card to make a denuncia that they agree to the student travelling with the school. They will require the name and passport details of the trip leader also. [Lasciapassare per l'espatrio di minori di anni 15 | Polizia di Stato](https://www.poliziadistato.it/articolo/1083)

For **Non-EU students under 18** to have permission to travel without their parents, the following is required so that the member of staff leading the trip can go to the police station to complete the denuncia:

* 2 passport photos (originals)
* A letter in Italian from their parents giving permission for them to be accompanied by the group leader, stating the dates and location of the trip.
* Copies of their parents’ passports
* A copy of their own passport
* Their permesso di soggiorno

Support from Administration is provided for taking the documents to the police station with the member of staff running the trip. The request for the denuncia to create the list of travellers form is supposed to take ten working days from when you go to the police station, but allowing as much time as possible is advised.

I**n Italy the list of travellers form which needs to be completed is available on the Polizia di Stato website** <http://questure.poliziadistato.it/file/172_1319.pdf>. (not currently available). The school needs to complete the form with pupil’s details and attach a recent photo. The form should then be stamped by the Questura. The pupil should travel with their own passport and permesso di soggiorno (or copy of permesso di soggiorno signed by Questura if included on parent’s permesso).

**Note regarding taking non-EU pupils to another EU member state**

There is an EU visa waiver concession for non EU-pupils who are resident in an EU country and participating in a school trip to another EU member state.  Information on the Gov.UK website <https://www.gov.uk/government/publications/travel-facilities-for-non-eea-pupils-living-in-member-state-eun07/travel-facilities-for-non-eea-national-school-pupils-resident-in-member-state-eun07>

A draft letter asking for the relevant details from parents is available from the Head SS, along with the form to complete for the application of the denuncia for non-EU students. Note that this will also affect British students post Brexit.

Below is a copy of the online forms parents complete to give their annual consent to trips (they still need to complete the reply slip for each individual trip). SS students’ contract for behaviour on school trips is included in their Code of Conduct form signed at the beginning of the school year or on entry during the school year.

# TRIPS & MEDICAL UPDATE FORM

Top of Form

### Trips & Medical Update 2021-22

Completion of this annual form is important to ensure pupil safety on school trips and off-site visits.

* Pupil Name\*

First Last

* Year Group\*

Please select the correct Year Group from the drop down menu.



## Updates to Medical and Contact Details

* **Please find below a link to the Pupil Profile where you can access your child's medical and contact information as recorded in the School's database:**
* Please confirm that your child's medical record is up to date.\*
  + Yes
  + No
* If No, please provide updated details below, including, for instance, any new details of asthma or allergies.



* Are your contact details up to date?\*
  + Yes
  + No
* If No, please provide updated details below.



## Code of Conduct for Trips

Pupil behaviour on trips should be exemplary, for their own safety and as representatives of the School. We would like to remind pupils and parents that while away the normal school rules regarding behaviour apply. Furthermore for practical and safety reasons, certain additional guidelines are indicated below largely for Senior School students. These procedures are not negotiable. They stem largely from common sense and have been devised to protect individual students and the integrity of the School. They are to be respected. No student will be permitted to consume alcoholic beverages, take drugs or smoke on excursions. Students may not leave the main groups during activities. Students may be given an opportunity for shopping and sightseeing without direct supervision. During such times they should remain in groups of no less than three. On residential trips, students must respect the 'lights out' time and respect other students and guests in the hotel. Students must remain in their allocated rooms after 'lights out' time. If students are travelling by coach/car then seatbelts must be worn at all times. Students must make their bags and any other possession available to staff for searches in the unlikely event that they are suspected of breaching the Code of Conduct. Please note: In the highly unlikely event of a student behaving in an unacceptable manner, the School reserves the right to send him/her home at the expense of parents.

* I agree to the Code of Conduct for Trips.\*
  + Yes

## Declaration

I understand that the information submitted in this form will be used by the Trip Leaders on any day or residential trip my child takes this academic year. I understand that I will be asked for any updates to medical and contact details before each trip. I agree to my child receiving medication as instructed in our records and any emergency medical treatment considered necessary by the medical authorities present.

* Signature of Parent/Guardian\*

By signing this I confirm that the information I have provided is accurate and up to date.

First Last

* Relationship to Child\*

Please state your relationship to the child.



* Email\*



Bottom of Form

By completing and submitting this form I declare that I have read and agreed to the Privacy Policy.