



*'Learning together, loving others, guided by God'*

**Heene Church of England (Aided) Primary School**

**Headteacher: Mrs Jo MacGovern**

Dear Parents / Carers

3<sup>rd</sup> December 2018

**New Procedures for Trips (Global Consent Form) and Payments (ParentPay)**

I am writing to advise you of changes to the systems we currently use to get your permission for children to go on school trips and how you make payments for trips and other school events.

We currently ask you to complete a new permission sheet each time your child goes on a trip and are changing to asking you to give blanket permission for any trip we may organise. You will still be notified of each trip but rather than asking you to fill in a form to give permission each time, you will be asked to tick a box when making your payment, although you do of course retain the right to withdraw permission for any individual trip if you have any concerns.

Please be assured that very stringent requirements are placed on us by the Department for Education for any off-site activities and these are always complied with in full. Those requirements include using transport companies approved by West Sussex County Council, fully risk assessing all activities, complying with adult/pupil ratios and always having a qualified first aider present.

For the next trip your child is due to take part in, along with the trip letter you will receive a **Global Consent Form**. Please complete and return this form to us as your consent for all future trips. In future you will be notified of trips and events via eSchools so please ensure you keep us informed of any changes to your email address.

We are also introducing ParentPay which will enable payment by credit or debit card using their website or App. Rather than asking you to set up your ParentPay account straight away, we will send you details when your child next has a school trip or event requiring payment. This will include guidance on using the system and a unique code to set up your account. For anyone unable to use this method of payment, there is the option of using local PayPoints.

We are confident that you will find these new systems easy to use and we will of course be able to offer any help and support you need.

Yours sincerely  
Mrs Jo MacGovern  
Headteacher



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