

SWINDON VILLAGE PRIMARY SCHOOL

3rd February 2026

Dear Parents/Carers,

Cheltenham Racecourse Community Day Event

15 children in Year 5 have been lucky enough to be invited back to Cheltenham Racecourse on Monday 9th March for a special Community Day Event. Your child is one of the lucky 15.

The day will start at the Racecourse at 9am and will finish at 2pm.

Parents will need to take their child to the racecourse by **8.50am** or arrange a lift with someone else. The children will be transported back to school in cars, either by a parent or by a member of staff. Any help with collecting the children from the racecourse would be greatly appreciated.

Please indicate below if you are able to help with transport from the Racecourse. If you are able to help, please indicate below and return the slip to the Year 5 staff. All helpers will need to complete the attached letter. Due to the laws regarding booster seats, any children attending who are below 135cm in height will require a booster seat. We have a few seats in school if your child needs to borrow one.

All children will need a coat, a packed lunch and a water bottle. They are welcome to wear trainers. They will stay at school until the normal end of the school day on their return.

If your child is entitled to free school meals, and requires a school packed lunch, please indicate below.

The day will include many activities such as: going to the weighing room and the royal box, watching a parade of Willie Mullins horses, going onto the course and looking at how the jumps are constructed. It will be a really fun day with lots of learning opportunities.

Yours sincerely

Year 5 Team

Cheltenham Racecourse Community Day Event

Name of child: _____ Class: _____ is able/not able to attend.

- ☐ I am able to help with transport to the Racecourse and can transport _____ children
- ☐ I cannot help with transport but give permission for my child to travel with another adult
- ☐ My child is below 135cm in height and will bring his/her own booster seat
- ☐ My child is below 135cm in height and would like to borrow a booster seat

- ☐ My child is entitled to free school meals and would like a ham/cheese/tuna sandwich.

Signed (parent) _____

SWINDON VILLAGE PRIMARY SCHOOL

Church Road | Tel: 01242 690016
Swindon Village, Cheltenham | Fax: 01242 690017
Gloucestershire | Email: admin@swindonvillage.gloucs.sch.uk
GL51 9QP | Website: www.swindonvillage.co.uk



Head Teacher: Mr G Mills BA (Hons), NPQH

DRIVERS TRANSPORTING YOUNG PEOPLE

We greatly value your support in helping to transport young people to activities. It is our duty to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers to read the checklist below, complete the information and sign and date it.

Name of Driver: _____

1. I passed my test for the class of vehicle I am using over 4 years ago. I have no endorsements or points on my licence.
2. My car carries current insurance, which is renewed annually, and I have checked with my insurance company that my insurance covers transporting young people on a voluntary basis. (Please note that paid staff are covered by the school's insurance).
3. The road fund licence is current and always renewed by the expiry date on the tax disc.
4. The vehicle is regularly serviced, kept in safe running condition and where required, has a valid MOT certificate.
5. I am aware that overloading the vehicle could invalidate its insurance.
6. All passengers I shall carry will have and use a seatbelt, including those in the back seat.
7. I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it has been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" – a separate insurance classification).

A COPY OF THE PROCEDURES FOR TRANSPORTING CHILDREN SHOULD BE RETAINED AND TAKEN WITH YOU ON THE TRIP.

I understand that I must meet the requirements set out in the above statements:

Trip: _____ Date of Trip: _____

Signed: _____ Name (print): _____

Vehicle Registration: _____ Date: _____

Swindon Village Primary School



PROCEDURES FOR TRANSPORTING CHILDREN

The following guidelines are to protect you and the children:

- 1) Liaise with the teacher organising the school visit to establish the following:
 - a) what exactly you are expected to do;
 - b) the names of the children being transported;
 - c) clear instructions / directions to the destination;
 - d) always insist that the children use rear belts and booster seats if required;
 - e) upon arrival, what instructions are to be followed.
- 2) Emergency Procedures:
 - a) Never leave the children unattended;
 - b) If your car breaks down, take the children with you if you need to seek help;
 - c) Never allow the children to get out from the car on the roadside.
- 3) If you are the sole adult in your car, please ensure that you have a means of communicating with other adults travelling in your group and preferably all cars should travel in 'convoy' in case of an emergency.

PLEASE RETAIN THIS SHEET AND TAKE WITH YOU ON YOUR TRIP