

SWINDON VILLAGE PRIMARY SCHOOL

22nd May 2024

Dear Parents

Celebration of Yoga – Wednesday 26th June 2024

Your child has been selected to accompany Mrs Brain to a 'Celebration of Yoga' event on Wednesday 26th June at Dowty Sports and Social Club.

Your child will need to be at school by 8:30am and will return to school by 3:20pm.

Your child will be out of school all day, so will need to bring a packed lunch, drinks and snacks. If your child is entitled to free lunches, a packed lunch can be provided if requested on the form below.

We will need help with transport to and from the event and also volunteers who are willing to stay all day.

If you are able to help out with driving children to and from the event or volunteering to stay all day, please let me know by emailing vbrain@swindonvillage.gloucs.sch.uk or indicate below on the completed slip.

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.

More details will be sent out closer to the event

Kind regards

Vicky Brain

Celebration of Yoga – Wednesday 26th June 2024

My child _____ Class _____ will/will not be able take part.

- I am able to help with transport to the venue and can transport _____ children
- I am able to help with transport from the venue 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 lunch and would like ham/tuna/cheese* sandwiches.
- I am able to stay and help

Contact telephone number _____

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