



Industry Visit – Letter for Parents Checklist

School:	
Visit to:	
Date:	

Your school will probably already have procedures in place for organising trips – make sure you are familiar with these. Make sure that:

- Parents are clear about clothing requirements. If part of the visit is outdoors, warm clothing may be needed. For reasons of health and safety, companies sometimes have rules about footwear and the amount of jewellery that can be worn.
- Both the school and the company may wish to make use of photographs taken on the day, so ensure you have obtained permission.

Item	✓
Class(es) going on visit:	
Teacher(s):	
Date and times of visit Leaving school at: Returning at:	
Topic/project with which visit is connected	
Company and location	
Uniform/outfit requirements Clothing (warm/outdoor etc): Shoes: Jewellery:	
Lunch arrangements (eg packed lunches):	
Voluntary contribution (if applicable):	
Return slip	
Permission for child to visit	
Photo permission for visit	
Emergency contact details	