Hall Green Primary School,

Westminster Road,

West Bromwich,

West Midlands,

B71 2JQ.

Tel: 0121 588 2080

Fax: 0121 588 2218

Email: kristina.macdiarmid@hallgreenprimary.co.uk

**One-off Consent Form**

Dear Parents,

Please find a copy of Sandwell’s ‘One-off Consent Form for Off-site & Out of Hours Activities’ on the reverse of this letter.

This will be familiar to many of you as it is one of the regular forms that we send out.

It is time for us to re-new our records and make sure that the data we have on record is still accurate and correct.

Even if your child’s circumstances have not changed since you last completed one, **please take the time to fill in the form** on the back of this letter and return it to your class teacher ASAP. Without a renewed form, we will not be able to take your child off site for any forthcoming trips.

Should your child be attending a trip, of course, you will receive notification about the trip dates, times, locations and planned activities in advance, but will not need to complete another official form issued by the local authority.

Thank you for your ongoing support.

Yours sincerely,

Mrs K MacDiarmid