Dear Parents,

(GRADE OR CLASS NAME) are planning an excursion to (EXCURSION TITLE). (Short Paragraph to link to current learning)

**Excursion name:**

**Site to be visited:**

**Country:**

**Lead teacher:**

**Date of excursion:**

**Cost of excursion and Bus cost:**

**Departure time from school:**

**Expected arrival time back to campus:**

**Food requirements:**

**Type of Activity:**

**Visa Required:**

**Registration & Consent**

Schoolsbuddy will open on (date and time) for registration and consent for your child to attend this excursion.

If you are having issues with schoolsbuddy please contact [secondaryassistant@ris.ae](mailto:secondaryassistant@ris.ae)

If you are having any other issues please contact the lead teacher.

**Payment**

* Please put the exact amount due in a sealed envelope with the students name and class written on the front. The envelope should be delivered to the (HOMEROOM OR ADVISORY) teacher no less than 7 days before the excursion date. \*\*\* All bus fees are non-refundable \*\*\*

\*\*\*\* This excursion is subject to ADEK approval \*\*\*\*

If you have any questions regarding this excursion, please reach out to the Lead Teacher, (NAME OF LEAD TEACHER) on (EMAIL OF LEAD TEACHER).