



RICHMOND STATE SCHOOL

PRINCIPAL: Kristine Mills
H.O.C.: Janice Rowlands

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Dear Parents/Guardians

Throughout the year teachers enhance classroom experiences by interacting with the local community. At times our students need to leave our school grounds under the direction or supervision of staff members. This may be to attend tennis coaching, a local area walk, afternoon of excellence, visit community hall for activities or some small trip related to school activities.

Our high school students also participate in work experience or visits to the Shire Council. On these visits they would be under school guidance but not direct supervision.

Below is a general permission form for short excursions within the Richmond Township only.

Any child / children without the signed permission form below will not be able to participate in these types of activities.

Yours sincerely,

Kristine Mills
Principal
Richmond SS

GENERAL PERMISSION TO LEAVE SCHOOL GROUNDS 2016

I give my child/ children permission to leave the school grounds with regards to the above activities.

Student's Name:	Year level:
Student's Name:	Year level:
Student's Name:	Year level:
Student's Name:	Year level:
Student's Name:	Year level:

Parent Guardian Signature: _____ Date: _____

NB:- Any excursion or trip requiring car/bus transport or swimming will have a separate note to cover this.