

Sample Letter to Parents

This sample letter is intended as a guide only. Please make any appropriate changes or additions and then have it word-processed on your school letterhead. You might also want to add a request for parent volunteers

Dear Parents:

We would like to invite you to come to an information meeting regarding our trip to Sea to Sky Outdoor School. The meeting will be held on *(date, time and location)*.

The program that we will participate in is called *(Webweavers, Discovery, Connections, Greenstar! or GO WILD)*. It emphasizes the wonders of the natural world and the importance of personal responsibility. The activities taking place at Sea to Sky will form an important part of this year's curriculum. Sea to Sky Outdoor School has been in existence since 1992, and has developed a reputation for excellent outdoor education programs. Our teachers are working with the Sea to Sky staff to plan and implement a safe, rich and exciting educational experience, which will complement work done in the classroom.

The dates of our trip are as follows: _____.

Full details of the cost, accommodations, program and logistics will be provided at the information meeting and in a future letter home. At the meeting you will have a chance to meet one of the Sea to Sky staff, hear about the program and get all your questions answered.

We very much hope to see you at the meeting.

Sincerely,

Please return to your child's teacher by _____.

I am ___ I am not ___ able to attend the Outdoor School information meeting on *(date)*.

Child's name: _____