

Example Launch Letter

To help you launch your trip to parents, we've created the example letter below, which you can use as a basis for your letter to parents. Or, if you'd like to add some information about us to a trip page on your school website, please feel free to copy and paste some of this content.

The text in orange is where you can add details specific to your trip.

Example Letter:

Dear Parent(s)/Carer(s),

We're delighted to announce the details of our **Year x** residential trip with school trip provider Rootd Adventure. Located in Hertfordshire in a beautiful woodland setting, their activity centre offers us an ideal, accessible location for an immersive outdoor adventure.

This trip will give your child the opportunity to try new activities, learn new skills, build independence and make some lifelong memories with their friends. It's also a chance for them to fully switch off from daily distractions, connect with nature and experience a different way of learning outside the classroom.

Trip Details

Destination: Rootd Adventure, Phasels Wood, Hertfordshire

Dates:

Accommodation:

Cost:

On the trip

On this **x-night trip**, we'll be staying in Rootd Adventure's **pod/bell tent** village, which will give children an exciting outdoor experience in a safe and comfortable setting.

During the daytime, every child will be encouraged to try new outdoor activities, challenge themselves and discover just how much they can achieve away from the classroom. And in the evening, children will have the chance to relax and unwind with their friends around the campfire.

Who are Rootd?

Rootd Adventure is an experienced school residential trip provider who excels in running exciting adventures for children in a caring and secure environment.

They hold the Learning Outside the Classroom (LOTc) accreditation, which means they've been assessed against a rigorous framework that evaluates the quality, safety and educational value of their school residentials, as well as their safeguarding procedures and emergency planning.

For more information about Rootd Adventure, please see the Parent Guide provided or visit rootd-adventure.com/parent-information

What to do next

We really hope that every child will be able to participate in the trip, as we believe it will be of huge benefit to their learning and character-development.

To confirm your child's place, please [\[Insert instructions along with a guide to the parent payment plan\]](#)

We'll share more information with you closer to the time, including details on what your child needs to bring.

If you have any questions or concerns about the trip in the meantime, please speak to your child's teacher or email [\[Insert details\]](#).

Yours sincerely,

[\[Insert name\]](#)