# Appendix 2 – Standard Letter full details

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| our reference Our reference Date 6 February 2023 |
| **PRIVATE AND CONFIDENTIAL****TO WHOM IT MAY CONCERN** |  | **Early Intervention and Children’s Social Care | Children and Family Services** |
| Civic Centre Floor 1Glebe StreetStoke on Trent ST4 1HH |

Dear Sir/Madam

(Child’s name here)

The above child(ren)/young person are looked after (under s.31 the Children Act 1989 – Interim/Full Care Order) by Stoke-on-Trent Children and Family Services.

Stoke-on-Trent Children and Family Service gives permission for foster carers xxxx and xxx xxxxxxx to take the above-named children on a holiday abroad / UK to xxxxxxx (insert destination).

Child/young person’s view about going on holiday…………………………………………………

Who will be present on the holiday (insert names of other children and adults)

………………………………………………………………………………………………………….

**Type of holiday:**

**Overseas**

During the xx days of the holiday, they will be residing at……. (Accommodation here)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates from** | **to** | **destination** | **Method of travel \*** | **Insurance details** |
|  |  |  |  |  |

\*Please provide the relevant flight / ferry details below

**Details of travel:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Flight / Boat Number** | **Time outbound** | **Time Inbound** | **Name of Airport / Port** |
|  |  |  |  |

**Type of holiday:**

**UK**

During the xx days of the holiday, they will be residing at……. (Accommodation here)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates from** | **to** | **destination** | **Method of travel \*** | **Insurance details** |
|  |  |  |  |  |

\*Please provide the relevant method of travel (i.e. car / train / coach)

**Details of travel:**

|  |  |  |
| --- | --- | --- |
| **Method of travel** | **Time leaving** | **Time arrival** |
|  |  |  |

**EMERGENCY CONTACT NAME/TELEPHONE NUMBER/ADDRESS**

**……………………………………………………………………………………………………………**

**HEALTH/BEHAVIOUR/CONSIDERATIONS** (please provide evidence/details of risk assessment environment)

**……………………………………………………………………………………………………………**

Any absence from the United Kingdom will not exceed 28 days and the authority will comply with the Children Act 1989. Permission to travel has been provided by parents and social worker.

The Local Authority and the carers will comply with current COVID 19 regulations regarding travel.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principle Manager Children and Family Services**