

**SCHOOL LETTERHEAD AND/OR LETTERHEAD/LOGO OF
NGO/ORGANISATION**

Date

Dear Parent/Guardian

Our school is partnering with ... (*the name of your organisation*) to introduce a ... project/programme to ... learners (*Specify which learners or grades will be involved*).

The purpose/aim of the programme is to ...

(*Explain purpose of the programme you will be offering, dates, venue and times*)

- Please could you give permission for your child to be part of this programme?
- Please could you also give permission for photographs to be taken of your child that the facilitators may want to use for training videos, pamphlets, posters and to put on the ... website?

PERMISSION FORM

I, _____, the parent/guardian of

_____, give permission for him/her to participate in the ... programme and for photos to be taken of him/her to be used for training purposes or to (*Explain why photographs may be necessary.*)

- Would you please return this letter to the school by ... (*Provide a date*)?

Thanking you in anticipation.

Yours sincerely

Signature

Principal or teacher's name and surname, as well as title