**A logo with a globe and text

Description automatically generated**

**Introductory Letter Template For School Trips To Italy**

💡 Use this template to evidence to the authorities that your group is on an educational visit. You will need a signed and stamped introductory letter from the school to visit sites in Italy.

**Master the art of school trip planning**

This template is part of Voyager School Travel’s Overseas School Trip Toolkit, a free step-by-step planning timeline with ready-made templates, expert tips, and useful links.

[CLICK HERE TO download your interactive planning guide.](https://www.voyagerschooltravel.com/teacher-zone/school-trip-planning-toolkit)

**Want help organising your next school trip abroad?**

Voyager School Travel understands teachers already have a lot on their plate. That’s why we offer hands-on support to make overseas trips easy and enjoyable for you and your students.

* Personalised itineraries tailored to your teaching objectives, crafted by our education and destination experts.
* No surprises with our commitment to transparent pricing and no last-minute changes.
* On-trip support from our dedicated coach company, European residential centres, and overseas teams to handle all the logistics for you.

[**Contact us**](https://www.voyagerschooltravel.com/contact/)**to help you plan the overseas school trip of a lifetime**

Your School Logo

Your school contact details

Date

A CHI DI COMPETNZA

Siamo un gruppo scolastico dell’ instituto superiore [school name]. Il nostro curriculum comprende lo studio di [subjects e.g. latino, italiano, storia antica, storia e geografia]. Stiamo organizzando una gita scolastica dal [depature date] al [return date] in Italia.

Il responsabile del gruppo é il [party leader name].

Durante la gita visiteremo il [list all your visit here e.g. Coloseeo, Roma antia, Pantheo, Vaticano e Basilica etc].

List dei gruppi / list of participants:

|  |  |
| --- | --- |
| Full Name | Date of Birth |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Headteacher signature:**

Name

Signature and Date

School stamp