

Event's Trips Booking Instructions

For **ALL EVENTS** and **TRIPS** an event booking form must be completed

- i. Complete attached risk assessment (if assistance is required speak to CS)
- ii. Risk assessments must be signed off at least 1 week prior to the event / trip, from DHW and CS
- iii. Provider Statement should be completed (if applicable)
- iv. A letter outlining the details of the trip / event should be sent to parents no later than 3 weeks before the date. A copy of this letter should be forwarded to A. Stringer in the school office for emailing to parents.
- v. Discuss any estates requirements as detailed on the booking form with CS
- vi. Discuss any transport requirements with school office
- vii. Discuss any specific catering requirements with the Kitchens
- viii. Discuss any medical requirements with SB
- ix. Complete booking form and photocopy enough copies to give to DHW, CS, School Office, Kitchens and Group leaders.
- x. Ensure a copy is passed to the School Office who will keep details of all trips / events in the office. The School Office will enter details in blue book as appropriate, and diarize to send a text reminder (as appropriate).
- xi. If any recharge is to be applied submit the recharge form to Finance.

Event:							
Class/Group:							
Departure Date:		Time:		Return Date:		Time:	
Member of staff responsible:							
Staff attending:							
No. of pupils:							

Transport requirements

No. of minibuses:			No. of drivers:		No. of coaches:	
-------------------	--	--	-----------------	--	-----------------	--

Coach Costs

Cost per coach		Total (£)

Cost of Drivers

Duration of trip		Driver cost per hour		No. of drivers	=	Total (£)
		£10.00				

Fuel Costs

No. of miles		Fuel cost per mile	=	Total (£)
		£0.40		

Admission / Entry Costs

No. of adults		Cost of admission	=	Total (£)
No. of pupils		Cost of admission	=	Total (£)

Miscellaneous cost	=	Total (£)

Total cost of Trip		Total (£)
---------------------------	--	------------------

Cost recharged		Total (£)
-----------------------	--	------------------

Administration							
Cover requested:		Tutors notified:		Event diarised:		Blue Book:	
Diarised for email reminder:		Diarised for text reminder:		Transport requested:		Letters sent to parents:	
Estate requirements agreed:		Marketing requirements agreed:					

Additional administration for internal events					
Requirement	No.	Person responsible	Requirement	No.	Person responsible
Chairs:			Stage:		
Booklets:			Photo-copying:		
Room booked:					

Catering Requirements					
Requirement	No.	Requirement	No.	Requirement	No.
Packed lunches		Tea/ coffee		Biscuits/Squash	
Buffet		Vegetarian		Other dietary	
Oranges (PE)		Lunch required		Late Tea	

Please remember to:

Checklist

E mail / Text reminder date to parents (School office to send) _____

Submit recharge form to Finance: _____

Completed pupils' emergency contact details: _____

Completed Medical & Diet Details: _____

Take the insurance cover information with you: _____

Issued School Nurse a list of the names of the pupils and staff on the trip: _____

Collect the First Aid Kit: _____

Complete Risk Assessment: _____

Complete offsite Provider Statement: _____

Copy of Risk Assessment to EVC, Medical, Insurance etc to all group leaders _____

Agreed by DHW: (signed here)						
Adult/Child Ratio:	Age 3-4	1:8	Age 5-7	1:8	Age 11-14	1:15-20
	Age 7-10	1:10-15			Age 14-16	1:15-20

Appendix A

