

SCHOOL TRIP PLANNING CHART

STEP BY STEP GUIDE

1

SECURE A QUALITY ITINERARY AND QUOTATION



To save hours of time in achieving your school trip dreams read our guide **Getting Your School Trip Wheels In Motion!**

→ Choose a specialist school travel company. To ensure safety and reliability use our **10 Point Checklist to Choosing the Right School Travel Company.**

→ Make an enquiry with the school travel company providing your contact information along with an overview of your goals, plans and ideas.

→ The school travel company will acknowledge your enquiry and schedule a time for a phone consultation with you.

→ **First phone consultation** takes place at an agreed time. This will be an opportunity for the school travel company to determine your requirements and provide important trip planning guidance.



Place a **Provisional Booking** with the school travel company.

← Once you have an itinerary and quotation you are happy with you may need to obtain approval through the appropriate channels at your school.

← If comparing quotations use our **Quote Comparison Checklist** to avoid the dangers of hidden costs and terms!

← **Second phone consultation** takes place at an agreed time. This will be an opportunity to discuss the itinerary and quotation as well as any questions you have.

← The school travel company will provide you with an itinerary and quotation. They will also schedule a time for a second phone consultation.



2

TRIP PROMOTION AND CONFIRMING YOUR BOOKING



The school travel company will send you an **Advertising Pack**. This should include Launch Letter Templates and Posters.

→ Promote the trip with information in school newsletters, class notices, assemblies and meetings, school intranet and by putting up posters provided.

→ Hold an information session for pupils (and an optional evening for parents). To assist here the school travel company should provide you with a detailed **Destination Guide** which will include local information and a full **Gear List**.

→ The school travel company will provide a **School Group Details Form**. You should use this to collate pupil's passport, medical and other important information as they sign up.

→ Confirm trip numbers with the school travel company.



The school travel company will confirm your booking and issue a **Confirmation Invoice**.

← Make your deposit payment and send the completed Booking Terms to the school travel company.

← The school travel company will send you a **Deposit Invoice** with instructions on how to make the deposit payment.



3

COMPLETE PRE-DEPARTURE REQUIREMENTS



Send a letter to pupils confirming their place and when remaining payments are due. The school travel company will provide a Letter Template for you to use.

→ The school travel company will upload important tour information to a secure area on their website for access by pupils, parents and staff.

→ Complete your required Risk Assessment Forms with the assistance of the school travel company as required.

→ Ensure pupils have made payments required. This will ensure you meet the school travel company payments schedule as outlined on your **Confirmation Invoice**.

→ 16 weeks prior to departure send the school travel company the completed **School Group Details Form**. Remember to double check passport names!



Well done! You have done all the work now, try to relax and get some sleep on the plane!

← Ensure you go through the **Pre-Departure Checklist** as provided by the school travel company. This will include checks to ensure nothing is overlooked.

← The school travel company On Tour Manager will organise a phone call with you prior to departure to go over arrival procedures.

← Consider holding a pre departure parents evening to address any last minute questions and concerns.

← At least 12 weeks prior to departure the school travel company will provide you with a **Detailed Tour Itinerary & Contingency Plan**. A copy of this should also be passed to the appropriate person at your school.



4

ON TOUR – ARRIVE, RELAX AND ENJOY



On arrival to your destination country you will meet the school travel company On Tour Manager. The On Tour Manager will provide a brief and **Welcome Pack** which will include Student Safety Cards and items such as Branded Tour T-shirts.

→ Enjoy a stress free tour under the guidance of an experienced On Tour Manager.

→ Relax on your flight home and revel in the satisfaction on a successful tour for pupils, staff and yourself.

→ Look forward to receiving a **Thank You Pack** from your school travel company and enjoy the goodies inside...!

→ The school travel company will upload tour photos to their website for everyone to check out!



Start thinking about planning your next school group adventure!