

Educating Adventure's school trip planning chart

STEP BY STEP GUIDE



1. Create your itinerary

- Research your dream trip - check out our blog page and testimonials for inspiration!
- Select a specialist School Travel Company and make an enquiry including an overview of your goals, budget and any other useful information.
- Your **first phone consultation** will be an opportunity to discuss your trip with an experienced travel consultant, who should provide advice, ideas and an estimated cost.
- It's a good idea to check that your trip idea would get approval with school management at this stage.
- You will then be able to receive a more detailed tailored itinerary and quotation for you to review with colleagues and decision-makers
- Work with your consultant to make any changes to get the itinerary and pricing perfect!
- Prior to gaining student interest you should obtain official approval for the trip to run with school management as required.

2. Advertise the trip

- Discuss an advertising strategy with your school travel consultant, including a payment plan for students.
- The travel company will set up a **personalised trip website** for you to share key information with interested families
- Promote the trip with information in newsletters, class notices, assemblies and meetings. Utilise templates and posters provided.
- A parent's evening is often useful, your travel consultant will help you with this. You can also refer to our **Organising an information evening** resource.
- Once you have expressions of interest your School Travel Company will send your **first deposit invoice and the terms and conditions of booking**
- Make your deposit payment and return the completed Booking Terms.

Organising an Information Evening

[CLICK HERE TO VIEW RESOURCE](#)

**EDUCATIONAL
RESOURCE**

SCHOOL GROUP TOURS



3. Confirmation and pre-departure

- Your Operations Manager will provide an overview of the pre-departure process, as well as documents to help you collate traveller information
- Send a letter to pupils confirming their place and when remaining payments are due
- Confirm **Travel Insurance** as soon as payment is made
- Once your groups' flights and accommodation are confirmed your operations manager will issue a **confirmation invoice**.
- Register your trip with your country's foreign office
- Complete your required Risk Assessment with the assistance of the school travel company
- Sixteen weeks prior to departure make your final payment and return the completed **traveller information form**.
- Approximately twelve weeks prior to departure you will receive a **detailed tour itinerary**. A final copy will be sent one week before departure and this should be shared with parents and school management.
- Plan how to update family back home - posting photos on social media is a great way to share your trip with family, friends and your travel company
- Hold an information evening to address any last minute questions and concerns.
- Your On-Tour Manager* will organise a phone call with you to go over arrival procedures.
- Go through the **pre-departure checklist** to ensure nothing is overlooked
- Your operations manager will give you a phone call to tick final boxes and ensure you are ready to go!

*if included in the tour package

4. Travel and post-trip

- On arrival you will meet your On-Tour Manager who will provide a briefing and **welcome pack**
- Enjoy a stress-free tour under the guidance of an experienced On-Tour Manager. The operations team will also be contactable 24/7 in case of any emergency
- Once back home your operations manager will be in touch to debrief. This is your opportunity to provide feedback and tell us what you loved the most!
- Look forward to receiving a **thank you pack**
- Finally, start thinking about planning your next adventure!

EA School Tours operates school trips to many destinations around the World. Many dates sell out early due to limited space with some destination educational providers.



EA School Tours teacher reviews

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"Amazing! Awesome! Absolutely worth it! These were the words my students used to describe this trip."

Hira Tallat, Head of Physics, Dagenham Park School, Kennedy Space Center and NASA Trip - USA