

# School Trip Preparation Checklist

Once you have booked your trip with Allnatt Outdoors you may find the following checklist helpful.

If you are unsure which items may be applicable to you, or you have any questions about your trip please contact us at [enquiries@allnatt.co.uk](mailto:enquiries@allnatt.co.uk)

## Before your visit

- Have you booked your coach
  - Have you booked your ferry travel for the Isle of Wight - (remember we can book for you at a discounted rate)
  - Have you organised a Parent's briefing - -we can help support this
  - Have you written/completed any necessary risk assessments
- \*Please note, a summary of our risk management system can be found in our Quality Assurance Pack and website. Individual risk assessments are available from your chosen centre

## 6 weeks before your visit - you will receive your Pre Arrival Pack full of useful information and forms to return

- Do you know your final numbers
- Have you decided on and booked all the activities for your group during your visit
- Have you completed the dietary requirement form
- Have you discussed and decided on your group's learning outcomes and advised us accordingly
- Have you organised your exact arrival time - check in is from 1pm
- Have you thought about people's birthdays whilst you are with us
- Have you completed our medical forms

## 4 weeks before your visit

- Have you completed and returned your pre arrival information e.g. medical form and rooming list, nominal roll
  - Have you advised of any special needs
  - Have you filled in your nominal roll form\*
  - Have you completed the Tree Climbing consent form for Goodleaf
  - Have you provided your group with a list of what to bring
  - Have you reminded them they will need to bring towels
- \*These can also be completed on arrival, but by returning your form in advance this will enable us to provide you with a quicker check in procedure.

## 2 weeks before your visit

- Did you send your pre arrival information to us
- Did we send you your rooming allocation
- Did we send you your agreed programme
- Have you provided your group with a list of what to bring
- Only two weeks to go! Are you excited?
- Are there any changes to your booking that may affect your invoice

## Special Requirements/Requests

Please ensure that you have informed us of any specific requirements you may have.