**Trip Approval Form**

All trips/visits must go through the approval process listed on the form below and be approved by Matt Walker. Jacquie Coady (Trips Coodinator) is the person who will book all trips; you must not book anything without following the process below.

Notice period required:

* Day trip **- a minimum of 1 term / 3 months notice**
* UK residential **- a minimum of 2 terms / 5 months notice**
* International **residential - a minimum of 9 months notice**

**STEP 1:** PROVISIONAL DETAILS agreed with Matt Walker (dates, year group, location)

Signed by Matt Walker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 2:** TRIP DETAILS completed by Trip Leader

|  |  |  |
| --- | --- | --- |
| **Visit title/description** |  | |
| **Date/s of visit** |  | |
| **Department** |  | |
| **Trip Leader** |  | |
| **Other named Staff attending**  Suggested no. Staff required to meet Ratio (1:15 day trips & 1:10 residential). Nb. For all overseas trips a Min. of 2 staff needed.  If you do not know the names at the point of booking then please indicate the total number of ADDITIONAL staff required on the trip (ie. don’t include yourself as the trip leader) |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Year Group(s) or Subject class(es)** |  | |
| **Approx number of students** |  | |
| **Transport details required** Additional transport (mini bus etc.) required outside of package tour  Please note that all trips via coach depart and return to Woking Leisure Centre |  | |
|  | |
|  | |
|  | |
| **Departure Date & Time** |  | |
| **Return Date and Time (approximate)** |  | |
| **Compulsory or optional trip?** |  | |

**STEP 3:** BOOKING DETAILS & COSTS to be completed by Trip Coordinator (Jacquie Coady)

|  |  |  |
| --- | --- | --- |
| **Company Name / Description** | **Details of Quote** | **\*Amount** |
|  |  |  |
|  |  |  |
|  |  |  |

\*Single item purchase over £2,500 - £4,999 - 2 quotes needed \*Single item purchase over £5,000 - 3 quotes needed

**STEP 4:** TOTAL COST & COST PER STUDENT

|  |  |
| --- | --- |
| Tour package cost as per quote |  |
| Coach and other travel costs |  |
| Tickets and other costs of event (inc. staff) |  |
| Other costs (food estimate) |  |
| Insurance (£2 UK and £5 abroad per head) |  |
| 5% Admin charge |  |
| Approximate total cost of visit |  |
| **TOTAL COST PER STUDENT** |  |

**STEP 5:** TRIP COSTS AUTHORISED by Matt Walker

Signed by Matt Walker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 6:** TRIP BOOKED by the Trip Coordinator

Booked: Y / N

Date:

**STEP 7:** RISK ASSESSMENT to be completed by the Trip Leader and submitted to Jacquie Coady electronically via email to be approved **more than 2 months prior to departure**. Once sense checked it will be sent to Matt Walker for final approval.

**STEP 8:** RISK ASSESSMENT SIGNED OFF by Matt Walker. No trip will go without a paper copy of the RA being signed and filed.

Final Risk Assessment signed and sent to Jacquie Coady to be filed: Y / N