

GROUP LEADER CHECKLIST



School & group activity trips

SUMMER TERM

✓X

Parents complete & return consent form & pay correct deposit payment	<input type="checkbox"/>
BOOK TRIP by filling in booking form & sending appropriate deposit payment (normally £50 per paying place)	<input type="checkbox"/>

CHECK CAREFULLY ALL THE DETAILS ON YOUR CONFIRMATION OF BOOKING TO ENSURE THAT YOUR BOOKING DETAILS WITH US ARE CORRECT

Choice of Centre *	✓X <input type="checkbox"/>	Trip dates	✓X <input type="checkbox"/>	Price	✓X <input type="checkbox"/>
Number of FULL paying places	<input type="checkbox"/>	Number of HALF paying places	<input type="checkbox"/>	Number of FREE places	<input type="checkbox"/>
Number of ADDITIONAL adult places	<input type="checkbox"/>	Correct deposit paid for ALL places booked?	<input type="checkbox"/>	Does it add up?	<input type="checkbox"/>
Group leader name/school/address	<input type="checkbox"/>	What is INCLUDED?	<input type="checkbox"/>	What is EXCLUDED?	<input type="checkbox"/>

AND ALSO

- Have you read our conditions of booking? ✓X
- Have you signed and returned the return copy of your confirmation of booking?

AUTUMN TERM

- Medical & Safety Information for ALL group members including accompanying adults ✓X
- ORGANISE GROUP PASSPORT – photos etc, if required
- Check ALL group members have EHIC cards and are organising currency (Euros)
- Remind parents/guardians of payment schedule, collect 2nd Deposit (£60)
- Collect Medical and Safety information from parents/guardians
- Organise visit / talk from Rockley Adventure - invite parents/guardians

SPRING TERM

- 2ND DEPOSITS DUE 1ST FEBRUARY - to Rockley Adventure ✓X
- COMPLETE NAMES LIST – send VIA EMAIL to adventure@rockley.org
- Organise a group passport/individual passports for the trip

EARLY SUMMER TERM

- PAY BALANCE 2 MONTHS BEFORE DEPARTURE - to Rockley Adventure EMERGENCY ✓X
- CONTACT DETAILS - from parents/guardians
- SEND SCHOOL LOCATION MAP – to Rockley Adventure
- CHECK TRAVEL DETAILS – no. of seats, pick-up & drop-off times and locations
- SEND OUT TRAVEL DETAILS, BEHAVIOUR CHARTER & KIT LIST - to parents/guardians
- ORIGINALS OF TRIP/STUDENT INFORMATION: - to Group Leader
- PREPARE COPIES OF TRIP/STUDENT INFO: - to Headteacher
- to UK home base contact
- to ALL staff on trip
- Check group/individual passport
- Check contact details - telephone no's

YOUR NAMES LIST SHOULD BE COMPLETED AND RETURNED AT THE SAME TIME AS YOUR 2ND DEPOSIT PAYMENT - IN ORDER TO TAKE OUT INSURANCE COVER AND MAKE ARRANGEMENTS IN RESPECT OF PRE-EXISTING MEDICAL CONDITIONS.

- Check the telephone tree ✓X
- Collect the EHIC cards