

How to organize School Trips

School trips & excursions are a great way to take learning outside of the classroom and inspire the pupils. The importance of school trips is supported by many organisations including the Government who recently launched their Learning Outside the Classroom Manifesto.

Steps Step-by-step instructions that clearly explain how to do the task.

- # Decide on the learning outcomes of your school trip. A clear focus here will allow you to best assess where to visit
- # Choose when you want to go. Remember that although school holiday times may be most convenient for you, travelling during school holidays can be more expensive.
- # Consult Senior Manager/Head regarding authorisation.
- # Start planning using your employers on line planning/approval system.
- # Set a budget. Make sure this is a realistic budget, and base this decision on what your pupils can realistically afford.
- # Choose a school trips operator. Visit their website to see if their trips on offer match your requirements. Often, even if your trip is not listed the companies will be able to help
- # Request your quote. Tweak it until you get what you want at this stage so you know how much charge your pupils
- # Promote the trip to your group. Clearly identify the outcomes of the trip, dates, price, what is included, what is not included and when money is needed by
- # Seek Parental Permission.
- # Tweak itinerary. Once money is collected, you can liaise with your school trips tour operator to tweak the itinerary
- # Go on your trip. On return, it is often a good idea to have a de-brief with your group to see what they got out of the trip, and to make planning easier for next time.

Tips

- *Set an early deadline for money to be in by.
- *Start organising your school trip as early as possible.
- *Try to be flexible on travel dates.
- *Offer the trip to a few subject areas - generally the larger the group the cheaper it will be.
- *Charge pupils more than you have been charged to ensure you have a 'buffer' in case you don't quite fill all places.
- *Make sure your outcome is clearly identified at the start of the process.

Warning

- *Make sure the school trips provider is ATOL and ABTA bonded, to ensure your money is protected.
- *Make sure you use a school trips provider that is a member of the School Travel Forum, to ensure they carry out correct risk inspections.