



Steps to organizing a Spanish trip

Step 1: Fact finding and presenting the project to Senior Management

1. Get in touch with LOLA and ask for a quote and program. Give poor case scenario numbers. LOLA really tries hard NOT to alter prices in case of numbers not being achieved as this seems to punish the very parents who should be encouraged for being keen. Consider opening the trip up to younger students if you think numbers are threatened. Don't think, though, that you have to bring absolutely everyone. You will want to consider carefully bringing those with a history of misbehaving badly on trips or with serious health challenges (for example extreme anorexia). Inclusion on the trip can also act as an incentive for good behaviour in term time leading up to departure.
2. Think about which colleagues might join you on the trip and reach out to them.
3. Take a look at flight possibilities yourself or ask LOLA to give you an approximate quote. Note that while some companies will lock a price in, for others you will have to factor in a cushion for flights going up.
4. Ask about your school's travel insurance policy. If you do not have one, ask LOLA. We have a policy for 8 euros per student/per week which covers all medical and travel scenarios.
5. Ask about safety policies and risk assessments so you can attach



these to your “case” for taking the trip.

6. If you are missing lessons include your thoughts as to how these can be covered or made up and give an indication of which staff will be joining you.
7. Are there any passport/visa implications? In a multi-cultural school there may be students whose nationality status may affect their ability to travel abroad. Parents of these students will need to contact the Spanish embassy with plenty of time to ensure their children have the necessary visa or permit.

Step 2: Letter to parents

Once you have got the heads up, get commitments from your fellow chaperones that they can make it. Put together a letter to the parents that includes an approximation of what the trip is to cost. Include a consent form where parents are required to inform you about allergies and other possible medical issues. Factor in teachers' flights, allowance and a cushion for the unexpected. Put a deadline on your letter when the deposit (flight fare) is due.

Some schools collect two or three post-dated cheques from parents so they can pay in instalments without being chased up.



Step 3: Coach transport, mobiles, first aid and risk assessment

Locate a transport company in the UK to take you to the airport (as required) and write your risk assessment. LOLA can send you an example of one. Add all things pertaining to individual risk with students. Write a list of things to bring page (ask LOLA). Arrange a school mobile, first aid kit. Submit your completed proposal to your head/LEAH with the numbers you hope for.

Step 4: Book flights and insurance, get GHIC cards.

Once the deposits and parental consent forms are in, book flights and confirm with LOLA you are coming and your finalized activities and numbers. Also try and send a form with dietary information, allergies and feel free to indicate if there are any participants needing a particular “eye” on them. Get GHIC cards for the kids.

Step 5: Rooming for Salamanca

Ask students who they want to share with (two's, three's, quads). On this sheet you will need to indicate rooming partner, gender, allergies and other issues. Feel free to indicate if there are students that need especially close supervision, should live near the teachers etc.

Step 6: Parents evening.



Set a parents'/participants' evening for the week before the trip is to depart, or the last week you see the kids before the trip. Hand out the host families' information, emergency numbers, things to bring, tickets or boarding passes and collect last payments if not done so already. Code of conduct? Give arrangements for departure day. Get students' mobile phone numbers.

Step 7: Team briefing

Get together with your travelling colleagues. Decide on your organizing strategy for example do you want to assign one member of staff per group of 8-10 students? Think about whether you should get students to hand over their passports on arrival in Spain. Make sure you have copies of insurance, passports, consent forms, emergency telephone number. Confirm UK coach company times and get company mobile number and name of driver.

Step 8: Liaise with LOLA

Get details of who is picking you up in Spain. Send your mobile phone numbers and make sure we have your flight details. Send teaching groups and any specifications.



An example of a teacher's Check list for a summer trip

Checklist – Salamanca Trip

1. Letters September>telling parents about the trip/September>confirmation of place and request for passports and post-dated cheques; December>flight details and meeting details
2. Put details of trip on school portal ie activities and dates for their info
3. Collect passport photocopies and post-dated cheques.
4. Book flights in December. Pay flight deposit max 4 weeks weeks after booking and give list of names beginning of January.
5. Educational Visit Consent Form to be completed by parents.
6. Check Health list re epipens and allergies etc>
Notify LOLA of names of students with medical issues in February
7. Risk assessments do in January
8. Check individual Risk Assessments
9. Meeting with Nurses and parents of causes for concern 2 months before trip
10. Do Teaching groups and Pairs/Threes/Fours and send to LOLA preferably before May



11. Book UK coach
12. Book mobile with school technicians
13. Get participants' personal mobile numbers week before trip
14. Request cash from Financial Office and purchase euros.
15. Modify document to give out at parents' eve plus signing in sheet
16. Collect code of conduct forms signed by students and parent a Trip meeting
17. Collect passports and EHIC 2 weeks before trip
18. Photocopy Salamanca groups registers x 15 and put in file.
19. Confirm coach times and get company mobile number and name of driver (Friday before going)
20. Get LOLA to complete and sign the school's document annually
21. TAKE HOME TICKETS and EHIC cards on Thursday and put with passports
22. Photocopy consent forms and all requested details (Risk Assessment, Educ Consent Form, Medical Info, Guidance from Company) for Emergency Back Up Person.
23. Pick up mobile from Technicians on Thursday and take



home

24. Take blank expenses sheet
25. **Check students' or teachers whose birthday while we're away**
26. Meeting with Team Salamanca – Wed before we leave

Give out details etc>exchange mobile numbers>details re meals; activities; frequency of registration; discipline; random phoning; who carries what in rucksack>travel docs given out at airport!>participants' mobile numbers; registers; travel insurance sheet; passports collected upon arrival at Barajas and returned for return journey.

And some more general advice about your trip:

During the trip

- Regularly do a headcount of students, particularly when getting on and off transport.
- Always get another member of staff to double check.
- Ensure students understand and apply travel safety requirements, e.g. using seat belts on coaches and minibuses.
- Always keep students informed of reasons for delays or sudden changes of program.



- Consider the insurance/risk assessment implications of any change in program and your liability as Party Leader.
- Before setting off for home from abroad ensure students are aware of Customs and Excise regulations and the penalties that underpin them.
- On arrival, staff must stay with students until they are collected.
- If you are unsure how to deal with a problem on the trip, consult your team and don't be too proud to contact school at home for advice.