

Teacher/ Group Leader Kit List

In preparation for your visit we have devised this checklist to ensure everything is ready for your visit.

	Date	Completed
I have completed part 1 booking form and paid a deposit	<i>Already completed</i>	
I have read the information for resident groups		
I have sent the students their medical and consent form		
Hand out copies of the kit list to the parents/ guardians		
The part 2 booking form is due and sent on: <i>(6 weeks before booking date)</i>		
Fire register is completed and sent on: <i>(6 weeks before booking date)</i>		
I have informed the centre of any food allergies or dietary requirements <i>(6 weeks before booking date)</i>		
I have sent a copy of the fire register so the centre can prepare the bedrooms in advance of our arrival <i>(6 weeks before booking date)</i>		
I have collected and received the students medical and consent form: <i>(To bring on the day of visit)</i>		
Feedback form completed and returned to the Manager <i>(On your final day with us)</i>		
Final invoice to be paid		

Equipment you need/ may want to bring...

First Aid Kit, sick bucket, bags for use on coach	
List of adult and student's names and phone numbers	
Medical and consent forms for ALL students and adults <i>(these are kept confidential)</i>	
School camera	