

Planning a Kench Hill Visit

STEP ONE : As early as possible – minimum beginning of school year (or summer term prior to Sept/Oct visit)

Inform all parents that a residential visit will form part of the curriculum entitlement for the academic year, with dates and approximate costs.

If possible, hold a meeting with parents at least 1 year before an intended trip to gauge level of interest and commitment, prior to making a booking.

	4-6 MONTHS BEFORE TRIP	4-8 WEEKS BEFORE TRIP	1-2 WEEKS BEFORE TRIP	AFTER TRIP
ARRANGEMENTS WITH SCHOOL	Discuss staffing arrangements. Appoint a group leader. Estimate total costs. Inform your local authority's education visits coordinator and complete relevant forms.	Inform colleagues about pupils who will be away for week. Copy of programme to Headteacher.	Check any grants been approved. Arrange cash float, cameras etc. Obtain cheques from school. Organise work for classes left in school without usual teacher. Ensure only agreed pocket money is brought.	Complete accounts and submit to school secretary/accounting officer. Display of children's work/photographs at school.
ARRANGEMENTS WITH PUPILS / PARENTS	Letter 1 to parents/carers and initial meeting. Select pupils if demand exceeds places available. Organise collection of money/grants. Hand out School Journey Grant forms to eligible parents. (Collection cards available if needed).	Send out Letter 2 with consent/medical form KHM/1 and details of course programme and names of accompanying staff.	Brief pupils (equipment, behaviour/rules, daily routine, clothes, travel arrangements etc.) Return of all medical/consent forms KHM/1 (making sure all relevant information completed.) All monies to have been paid. Emergency contact tel. to parents.	Return any unspent money.
ARRANGEMENTS WITH KENCH HILL	Preliminary visit to Centre for any first time group leaders. Discuss day trips that need to be booked especially in SUMMER TERM, when coaches and venues are heavily booked. Send School Journey Grant forms (Free School Meals and Parents applications).	Form KHV/4 (programme plan) to Head of Centre 6 weeks before visit. Familiarise with risk assessments for each activity and trip.	Return completed form KHD/1 (Dietary needs and room allocations) Check and confirm all arrangements. <u>Bring KHM/1 forms with you,</u> (no need to send in advance).	Send final cheque to Kench Hill within 4 weeks of visit.
CURRICULUM IMPLICATIONS	Plan course. Begin preparation of necessary materials, worksheets etc. (See <i>Kench Hill Activity Pack</i>) - other resources available at Centre.	Final programme discussions with Centre Staff.	Finish preparing materials. Pack boxes of consumables, equipment etc.	Evaluation of course to assess whether the aims were met and the objectives achieved. Follow-up work