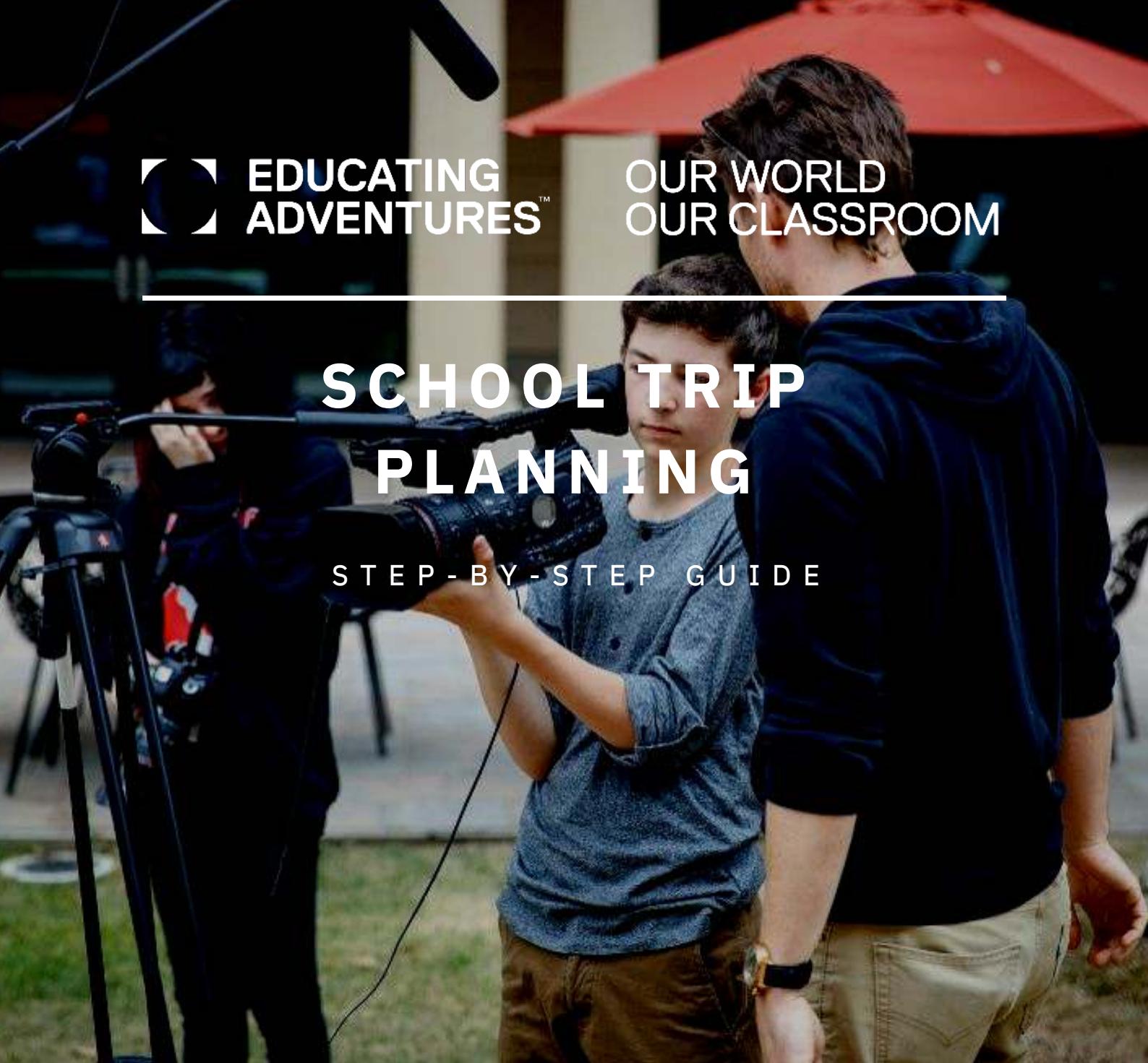




OUR WORLD  
OUR CLASSROOM

# SCHOOL TRIP PLANNING

STEP-BY-STEP GUIDE



Our school travel specialists know the logistics of travelling with a large group of students and can organise seamless itineraries with time, travel, accommodation and educational activities all considered. They can also help with your school trip risk assessment, and health and safety planning. Find out below how we can work with you to create a fun, once-in-a-lifetime learning experience for your students.

## CREATE YOUR ITINERARY

01



### RESEARCH YOUR DREAM TRIP & CREATE ITINERARY

- Research your dream trip - check out our blog page and testimonials for inspiration!
- Select a specialist School Travel Company and make an enquiry including an overview of your goals, budget and any other useful information.
- Your first phone consultation will be an opportunity to discuss your trip with an experienced travel consultant, who should provide advice, ideas and an estimated cost.
- It's a good idea to check that your trip idea would get approval with school management at this stage.
- You will then be able to receive a more detailed tailored itinerary and quotation for you to review with colleagues and decision-makers.
- Work with your consultant to make any changes to get the itinerary and pricing perfect!
- Prior to gaining student interest you should obtain official approval for the trip to run with school management as required.

## ADVERTISE THE TRIP

02



### PROMOTE THE TRIP TO YOUR STUDENTS

- Discuss an advertising strategy with your school travel consultant, including a payment plan for students.
- The travel company will set up a personalised trip website for you to share key information with interested families.
- Promote the trip with information in newsletters, class notices, assemblies and meetings. Utilise templates and posters provided.
- A parent's evening is often useful, your travel consultant will help you with this. You can also refer to our Organising an information evening resource.
- Once you have expressions of interest your School Travel Company will send your first deposit invoice and the terms and conditions of booking.
- Make your deposit payment and return the completed Booking Terms.

## CONFIRMATION & PRE-DEPARTURE

03



### PREPARE TO TRAVEL WITH YOUR STUDENTS

- Your operations manager will provide an overview of the pre-departure process, as well as documents to help you collate traveller information.
  - Send a letter to pupils confirming their place and when remaining payments are due.
- 
- Once your groups' flights and accommodation are confirmed your operations manager will issue a confirmation invoice. It's important to confirm Travel Insurance as soon as payment is made.
  - Register your trip with your country's foreign office.
  - Complete your required Risk Assessment with the assistance of the school travel company
  - Sixteen weeks prior to departure make your final payment and return the completed traveller information form.
  - Approximately twelve weeks prior to departure you will receive a detailed tour itinerary. A final copy will be sent one week before departure and this should be shared with parents and school management.
  - Hold an information evening to address any last minute questions and concerns.
  - Your on-tour manager\* will organise a phone call with you to go over arrival procedures.
  - Your operations manager will give you a phone call to tick final boxes and ensure you are ready to go!

\*if included in the tour package

## TRAVEL & POST-TRIP

04



### IT'S TIME TO TRAVEL

- On arrival you will meet your on-tour manager who will provide a briefing and welcome pack.
- Enjoy a stress-free tour under the guidance of an experienced on-tour manager. The operations team will also be contactable 24/7 in case of any emergency.
- Once back home your operations manager will be in touch to debrief. This is your opportunity to provide feedback and tell us what you loved the most!
- Look forward to receiving a thank you pack.
- Finally, start thinking about planning your next adventure!



“I believe the memories created on an international school trip can drastically enhance a student’s entire learning experience. Being immersed in real-life learning is one of the most powerful educational experiences you can have. ”

**Teacher, Grace Lutheran College, China Business Trip**



**Educating Adventures have been organising school trips for more than 10 years.**

An international school trip is an effective way to give students a break from the classroom and allow them to learn in new and engaging environments. We know the logistics of travelling with a large group of students and can organise a seamless itinerary for your school.