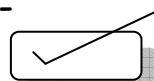


Visiting group leader - Trip check list



1. Market the trip to your Senior Management Team and students to have a good idea of the time of year and numbers that you will, potentially, be booking for. We have lots of photos of our activities on the web site along with a useful powerpoint presentation.
2. Contact High Adventure for a good chat about how we can help you and make a provisional booking.

Provisional booking made

3. Check out coach costs to get to us to know exactly what you will need to charge the students and ensure the provisionally booked dates will get approval at School.

Coach costs

School approval

4. Secure your booking by returning the 'Booking Contract Form' and your deposit of £500 + VAT. BOTH are required to secure a booking but we understand that it will take longer to get the deposit to us.

Booking Contract Form sent

Deposit sent

5. Keep marketing the trip to get accurate numbers asap. ACCURATE NUMBERS are very important to us as it effects what other business we can do and the staffing levels we require. Remember that if you wish to change your numbers at short notice you may be charged if numbers decrease below the agreed figure on the booking contract form. If your numbers rise there is no guarantee we will be able to accommodate any more than the agreed figure on the booking contract form. High Adventure do not invoice you for the full amount until after your visit so your payment plan can be set up to run right up until the departure date.

Inform High Adventure of any number changes as they happen

Set up a payment scheme

6. Contact your LEA or residential visits advisor to establish what **paperwork** you need to send off and/or provide the school. **This should not be overlooked**, it is a relatively simple process but some **LEA's want certain paperwork well in advance** so don't bury your head, find out what you need and get it to them. To help you as much as possible with this we have a paperwork page on our website containing everything you may need from us and more! If you have any issues don't worry, just give us a call and we will help you.

Contact LEA and make a checklist of all required paperwork

7. If you are staying at either one of the summer camps or at Waddecar your programme is set and you should refer to our web site. If you are staying at High Adventure's main site you will need to read '[How to organise your programme at HA](#)' and '[What the activities involve](#)' and then contact Mick on mick@highadventureoec.co.uk or 01535 630044.

Contact Mick and sort out programme

8. Parents/guardians will want lots of information, rather than waste paper printing out reams of our info simply direct them to our website. There they can check out our insurance, AALA licence, reviews, photos, presentations and print off a kit list themselves. We have done the work already so you don't have to, keep it simple. If you are arriving before lunch everyone will need to bring a packed lunch.

Direct parents/guardians to our web site

Inform parents/Guardians if a packed lunch is required

9. 1 week before arriving:

High Adventure needs to be informed of any special needs that we will be required to cater for in advance. Asthmatics and vegetarians don't fall into this category, it's issues like Dyspraxia, ADHD, Celiacs, epipen carriers, hearing or sight problems. Please e-mail Mick at mick@highadventureoec.co.uk with this in advance of your visit.

Double check the coach timings and get the waterproofs list, medical and dietary list and a copy of your groups medical info ready for your arrival day to hand over to your course director.

Contact HA with dietary and medical issues 1 week before arriving

Check coach timings and prepare lists

10. Arrival Day

You will be met by your course director who will direct your group to a meeting room for an intro chat. Following this chat you will be asked to provide three things:

- 1) An alphabetical waterproof list for all visitors (including staff) using the pro forma on our web site.
- 2) An alphabetical list of your whole group (including staff) showing any medical or dietary issues.
- 3) A copy of your medical forms for every party member (including staff) which will be kept securely in the office and either destroyed or returned to you at the end of your visit.

If you tick all the boxes above you have already done a great job organising the residential and you can concentrate on enjoying the fruits of your labour. Please refer to the relevant 'Visiting staff guide to' in order to have a clear understanding of what to expect at a particular site. The visiting staff guide to each venue details your responsibilities as visiting staff and what expectations you should have of our staff.

**REMEMBER - IF YOU ARE ARRIVING BEFORE LUNCH
YOUR GROUP WILL NEED A PACKED LUNCH**