



FORM 1

DETAILS OF A PROPOSED SCHOOL VISIT

PLEASE COMPLETE AND RETURN TO THE HEADMASTER BEFORE THE VISIT IS ADVERTISED

Proposed Visit to:		Date(s) of Visit:	
Teacher in Charge of Visit (Group Leader):			
Number of Pupils:	Year Group(s)	Number(s) and name(s) of Staff additional to Trip Leader:	Number and Names of Other Adults:
Planned Activities:			
Key objectives and relevance to curriculum/skills development:			
Costs per pupil:		Mode of transport:	

Financial Arrangements as accurately as possible at this stage			
Use the Excel Finance Forms to plan and provide a summary here			
Expenditure		Income	
Booked Transport		No. of pupils X cost per head	
Use of School minibus: Estimated mileage x rate per mile (Finance Office can advise rate to use)		Other Income	
Admissions fees			
Activities			
Insurance (£1.50 per pupil per day)			
Accommodation and included food			
Contingency			
Reprographics (B & W 0.85p COL 8.5p per sheet)			
Additional Costs			
Total Expenditure		Total Income	
Budget approved by Finance with any comments (signature 1):			
Date:			

Date and involved staff agreed by Deputy Head, with any comments (signature 2):	Authorised in principle by Headmaster, with any comments (signature 3):
Date:	Date:

THE ORIGINAL SIGNED FORM SHOULD BE RETURNED TO THE TRIP LEADER & PLACED INTO TO THE FULL TRIP PACK WHICH STAYS TOGETHER. COPIES ARE TAKEN FOR THE DHT AND FINANCE ASSISTANT.