Feriados FOR SCHOOLS

Planning checklist for a residential school trip

From the first idea until after you are back: what to arrange and when. Tick off what is done.

This checklist helps you prepare a residential school trip, a study trip or an exchange step by step. Feel free to adapt it to your school and your trip, and follow your school's own policy on trips and charges to parents.

9 to 12 months before departure

- [ ] Define the purpose of the trip and the group
- [ ] Choose the destination and dates (with input from pupils if you like)
- [ ] Set an indicative budget and request a tailor-made proposal
- [ ] Present the plan to the school leadership
- [ ] Ask colleagues who could accompany the trip

6 months before departure

- [ ] Confirm the trip and the outline programme
- [ ] Inform parents with a letter and possibly an information evening
- [ ] Confirm the accompanying staff
- [ ] Communicate payment arrangements according to school policy

3 months before departure

- [ ] Draw up the final list of participants
- [ ] Check all pupils' travel documents (validity, nationality, visa or ETA where needed)
- [ ] Collect medical information, allergies and parents' contact details
- [ ] Check insurance (school, assistance, cancellation)
- [ ] Book visits that must be reserved in advance

1 month before departure

- [ ] Work out the day-by-day programme
- [ ] Prepare the rooming list
- [ ] Share practical information with pupils and parents: departure time, luggage, pocket money
- [ ] Agree on house rules and free time
- [ ] Prepare tasks or assignments for pupils

The final week

- [ ] Collect emergency numbers for the school, the tour operator and staff
- [ ] Compile the participant list, copies of travel documents and medical information
- [ ] Run through arrangements with the accompanying staff
- [ ] Check the weather forecast and resend the packing list

During the trip

- [ ] Hold a short daily briefing with staff
- [ ] Check attendance at every departure
- [ ] Keep parents informed as agreed
- [ ] Contact your contact person immediately if something goes wrong

After the trip

- [ ] Evaluate with pupils and staff
- [ ] Share photos and experiences, for example on the school website
- [ ] Keep invoices and documents
- [ ] Note lessons learned for the next trip

Feriados arranges transport, accommodation and logistics, and is happy to give advice about your destination. Request a tailor-made proposal at scholen.feriados.be/en.