

Application for Event/Activity/Trip (Form 1)

Form 1 Application from Event Organiser/Group Leader for final approval for proposed event/activity/trip

Proposed event/activity/trip:

Proposed date(s):

Organiser/leader (person completing this form):

This form should be completed as soon as possible once approval in principle has been received. Risk assessments must be completed and parental consents obtained (or planned) where appropriate.

When approval is given, one copy should be retained by the Director of Studies and another by the Organiser/Leader. The Director of Studies should be informed of any subsequent changes in planning, organisation or staffing.

SUMMARY INFORMATION (detailed later in this document)

Purpose of event/activity/trip and specific educational objectives			
Parental Consent form required (residential and Year 11 trips consent is needed) Please attach email template		Yes/No	
Names of students with special educational or medical needs			
Place(s) to be visited			
Do you need assistance booking tickets?		Yes/No	
If yes, please give details			
Date of departure		Time of departure	
Date of return		Time of return	
Transport arrangements			

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Name of organising company/agency (if any)			
Address			
Telephone			
Licence number if registered with the Adventure Activities Licensing Authority.			
Details of proposed cost and financial arrangements fully agreed with parents			
Accommodation to be used (if applicable)			
Name		Address	
Telephone			
Details of any risk assessments (please attach) from the activity venue and the associated planning, organisation and staffing.			
Names of staff accompanying the party, their roles and responsibilities in the event/trip.			
Group Leader			
Other accompanying staff			
Signed (Group leader]		Date	
Signed (Director of studies]		Date	