

BEFORE YOU GO *check list*

You can never have too many lists and most important of all is this one which will ensure you haven't missed anything vital to your trip

- Disability information** – make sure you take with you information regarding any students' disabilities or medical needs
- Risk Assessments** – ensure your risk assessments are completed on the Evolve system (or similar) for your LEA
- EHIC Cards** – Check that all of your students have their European Health Insurance Cards
- Passport information** – make sure all tour participants (students and teachers) have in date passports. Remember non British citizens will need to have the right VISA and if travelling to the USA everyone will need an in date ESTA. Follow the advice of ABTA and take a photocopy of every passport
- Insurance documents** – make sure you pack a copy of your insurance documents and that parents have a copy too
- Pick-up times** – double check the initial meeting/pick-up time and location is correct on your itinerary and send a reminder to parents and students
- Emergency contacts** – does your SLT have a copy of all the emergency contacts on tour and of your tour operator?
- On tour paperwork** – keep all your final paperwork together in a folder you can keep to hand
- Mobile phone** – double check your set-up and charges with your mobile phone provider
- On tour contact** – make sure all those travelling have an on tour mobile phone number to contact you or another teacher
- Social media usage guidelines** – double check that everyone understands your rules on social media usage
- Coach travel essentials** – if travelling by coach take some bags for travel sickness and rubbish bags to keep the coach tidy



NICHOLA'S TOP TIP

The most regular problem we are contacted about from customers on tour is passport related – forgotten passports, out of date passports or visa requirements not fulfilled. Not only can this cause stress for the Group Leaders but great disappointment to those who may have to turn back. Make it a priority to check and double-check that all tour participants – including yourself – have the correct, in date passport documents and more importantly that everybody has it with them.

