

Step by step guide for planning a school trip

Step 1

Before you talk to a tour operator

Consider what is affordable to your students and their parents and ensure you are giving them enough time to save for the trip.

Be flexible on your dates to help achieve the best price and don't forget to avoid clashing with any school activities already planned.

Finally, remember to seek approval from your EVC or SLT.

Step 2

Initial contact with a tour operator

Select a tour operator who is a member of the **STF** and holds the **LoTC** Quality badge, giving you peace of mind about their safety standards.

Ensure the operator you are choosing fully understands your learning objectives and the reason for your trip. They should also have your requirements at the heart of their offering.

Request a full written quote, clearly showing what is and isn't included along with any surcharges you may incur.

We understand that many of you must obtain at least 3 quotations from different tour operators to ensure you're getting value for money for your students. Make sure you give the same brief to each company and that you are comparing like for like with each quotation. Sometimes a quotation can look cheaper because not everything you asked for has been included. WST offer a quote comparison service, so if you send us your other quotations, we'll draw up a table to show you exactly what each company is offering you. This will help you make a more informed decision. Take a look at our tips on what to look out for - **CLICK here**.

Step 3

Approval

Meet with your EVC and SLT and get full approval of your dates, prices and choice of tour operator. You are then in a position to make a provisional booking so double check the finer details of the tour and the date the provisional booking will expire.

Request a full written provisional booking document, clearly showing what is and isn't included along with any surcharges you may incur.

Step 4

Promote the trip

Consider setting aside a contingency fund right from the start. Launch the trip to your students and parents, sharing as much information as possible including deposit and payment dates plus a proposed itinerary.

If you choose WST, our Trip HQ will help you promote your trip with students and parents. This is a secure log in area which tells them more about what they will see and do on the trip, so will help them make an informed decision.

Establish potential numbers of participants and collect any additional information that may impact on the planning of the trip such as disabilities, allergies and dietary requirements.

Step 5

Book your trip

Send deposits in and confirm passenger details. Your tour operator will guide you through the finer details such as air passenger lists and future payment dates.

>> What happens next:

Once you are fully booked your tour operator will continue to support you, booking all agreed elements of your trip and tailor making your itinerary to suit your objectives.

Look out for tips on what to pack, and even surviving the bus journey elsewhere on our website.

