



## Educational Visit Approval Form - Exemplar

This form should be completed prior to a trip being organised. Do not book anything until approval has been granted. Please feel free to discuss with the EVC before completion.

- For day trips please submit no later than one month prior to the visit.
- For Residential or Overseas visits please submit at least three months prior to the visit.

Follow this link for national guidance on how to plan and lead your visit: <https://oeapng.info/>

Once completed please share, with editing rights, to [BEOTrips@blessededward.co.uk](mailto:BEOTrips@blessededward.co.uk)

Name and location of visit:	WW1 Battlefields Trip, Ypres, Belgium
Date(s):	25 <sup>th</sup> -28 <sup>th</sup> October 2024
Learning Outcomes: <i>(see Learning Outcomes mind map)</i>	1. Developing Individual Potential - Improved motivation 2. Improved understanding and awareness of other cultures - new places and expanding horizons
Name of Visit Leader: <i>(must have been Visit Leader trained within the last 5 years)</i>	Simon Jessop
<b>STAGER PLANNER</b>	
<b>Staffing:</b> <i>(Please comment on experience, training &amp; competence of staff. Staff to participant ratio)</i>	<ul style="list-style-type: none"><li>• 4 members of staff (SJ, KD, KT, JD)</li><li>• All staff have been Visit Leader trained within the last 5 years</li><li>• 3 staff have planned and accompanied multiple successful overseas trips</li></ul>
<b>Timing:</b> <i>(Please comment on whether it is in term time, holiday, weekday, evening, or weekend? Does this impact on staffing &amp; availability of emergency response?)</i>	<ul style="list-style-type: none"><li>• 4 days – 1 day in term time plus 3 days in half term (Fri-Mon)</li><li>• Impact on cover costs.</li><li>• All emergency contacts will be available throughout the 4 days.</li></ul>
<b>Activity:</b> <i>(Please comment on complexity of the visit. Is an external provider being used? Does it involve adventure activities? Is it residential? What transport is being used? Do staff have relevant training?)</i>	<ul style="list-style-type: none"><li>• NST Travel Ltd have organised the itinerary which has not changed significantly from the last 2 two visits.</li><li>• No adventure activities.</li><li>• Transport is coach provided by NST and ferry crossing (Dover/Calais)</li><li>• Residential trip staying in accommodation used twice before.</li><li>• At least one member of staff will be First Aid trained.</li></ul>
<b>Group:</b> <i>(Please comment on age, gender, and number of participants. Are they known to staff?)</i>	<ul style="list-style-type: none"><li>• 40 participants from Year 10 &amp; 11</li><li>• Mix of male and female</li><li>• Students involved are taking History and are taught by staff on trip</li></ul>
<b>Environment:</b> <i>(Please comment on how weather conditions might affect the trip. If residential give details of accommodation)</i>	<ul style="list-style-type: none"><li>• Travel from different sites will be by coach.</li><li>• Some sites are outside so rain may lead to change of itinerary. Appropriate clothing for time of year will be advised.</li></ul>



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	<ul style="list-style-type: none"> <li>• Accommodation is a hostel type hotel which has experience of school groups and is in a small village near Ypres.</li> </ul>		
<b>Remoteness:</b> <i>(Please comment on travel distance &amp; time. Is it an overseas visit? What emergency communications &amp; access are planned?)</i>	<ul style="list-style-type: none"> <li>• Total travel time will be approx. 8 hours inc. Ferry.</li> <li>• NST Travel Ltd have in country reps to deal with emergencies</li> <li>• All students will have emergency contact number as will parents.</li> </ul>		
<b>Visit Leader signature:</b> <i>I confirm that the information contained in this form is correct to the best of my knowledge and that I will follow school trip policy in my planning.</i>		Date:	30/10/23
<b>EVC signature:</b> <i>I confirm that this trip can go ahead based on the information provided to me by the Visit Leader. I reserve the right to ask for copies of all paperwork to carry out Sample Monitoring.</i>		Date:	30/10/23
<b>COSTINGS</b>			
<b>Cover:</b> <i>(add £200 per teacher)</i>	<ul style="list-style-type: none"> <li>• Two staff need cover for Friday = £400</li> </ul>		
<b>Transport:</b> <i>(Coach, train or minibus – 45p per mile)</i>	<ul style="list-style-type: none"> <li>• No additional cost</li> </ul>		
<b>External provider:</b> <i>(include any charges made to travel companies, accommodation, etc)</i>	<ul style="list-style-type: none"> <li>• Half board accommodation, travel and entrances paid to NST Travel Ltd = £15,760</li> </ul>		
<b>Additional Costs:</b> <i>(give details)</i>	<ul style="list-style-type: none"> <li>• Lunches, poppies and contingency = £480</li> </ul>		
<b>ParentPay:</b> <i>(please add 2.4%)</i>	<ul style="list-style-type: none"> <li>• £400</li> </ul>		
<b>Total Cost:</b>	<ul style="list-style-type: none"> <li>• £17,040</li> </ul>		
<b>Cost per pupil:</b>	<ul style="list-style-type: none"> <li>• £430</li> </ul>		
<b>Pupil Premium cost:</b>	<ul style="list-style-type: none"> <li>• 20% reduction = £344</li> </ul>		
<b>Finance signature:</b> <i>I confirm that I have checked the financial information for the visit following a conversation with the Visit Leader.</i>		Date:	1/11/23
<b>Headteacher signature:</b> <i>I confirm that this trip can go ahead subject to the Visit Leader following school trip policy in their planning.</i>		Date:	2/11/23