Checklist: your end-of-year school trip, month by month

What needs to be settled at each point of the school year.

NOVEMBER

Destination and approved budget

- [ ] Destination and travel dates chosen.
- [ ] Budget approved by the school management.
- [ ] Approximate number of students and accompanying staff.

DECEMBER

Meeting with families and sign-ups

- [ ] Information meeting with families held.
- [ ] Sign-ups closed and provisional list of participants.
- [ ] Payment schedule communicated to families.

FEBRUARY

Payments and documents

- [ ] Payments up to date according to the agreed schedule.
- [ ] ID card or passport valid for all participants.
- [ ] Medical details, allergies and dietary needs collected.

MAY

Authorisations, rooms and insurance

- [ ] Authorisations signed by families.
- [ ] Room allocation finalised.
- [ ] Travel assistance and liability insurance arranged.