NIS TRIP PLANNER



Organizer:		Class/Group:	
Departure Date:	_Time:	Return Date:	_Time:
Trip Location:		Purpose:	

Trip Planning Documents

(found in the Staff Folder)

- 1. Trip Planner
- 2. Request for New Field Trip (if needed)
- 3. Accident Flow Chart
- 4. RAMS

Supervision Ratios

The following is the minimum ratio:

Adult: Student 1:6 PreK - G1 1:10 Gr2 - 8 1:15 Gr9 - 12

Flow Chart Do you have verbal Have you checked with Have you reminded Grade Have you checked that agreement from the other subject teachers 6-12 students to complete the the students have paid, Out Of Lesson Forms (OLF) Head of Section? who will be affected? if required. for non-curricular trips only? Has the research been Has the letter to parents Have you informed the Have you generated an completed (Request for been drafted and sent to substitution coordinator emergency contact list New Field Trip Research if the Head of Section for and covered your duty? and map of venue. necessary)? review? Have you arranged Have you booked the Has the completed RAMS Give this document and a for a Chinese accommodation, if document been reviewed copy of the RAMS to the by Head of Section? Deputy Director minimum 3 speaker, if required? required? days before departure. Have you booked the Have you sent the Have you let Chartwells APPROVED BY DEPUTY bus? know (re: EY's fruit snack letter to parents (7 **DIRECTOR - LEARNING:** and/or lunch)? (3 days days notice)? notice) Have you submitted a list of Have you requested entry Have you booked the participants (students and fees, parking fees and school phone and teachers) to the nurse and emergency money, if camera, if required? booked the first aid kit? required? (5 days notice)

On the trip take with you:

- . Trip letter . RAMS . Emergency contact list . Medical list . Map of venue
- . Camera/phone . First aid kit . Emergency money . Accident flow chart