

CHECKLIST FOR A SUCCESSFUL VISIT

COURSE DATES

CENTRE

MAIN SRES CONTACT

RESOURCES

sandwellresidential.co.uk

12 MONTHS BEFORE

- Seek Headteacher's agreement. Include objectives & outcomes, date, duration, cost, staffing ratio.
- Ensure you can get enough staff including cover back at school. Consider male & female ratios.
- Launch to parents to gauge interest. Use SRES resources to help, and set up a payment plan.
- Confirm your booking by returning a Confirmation Booking Form to your centre.

6 MONTHS BEFORE

- Book transport to and from your centre. Your school might have a contract in place already.
- Complete Evolve / Educational Visits forms and return to your Educational Visits Advisor

2 MONTHS BEFORE

- Our Senior Tutor will be in touch to discuss course content. Complete the SRES Course Planning Sheet.
- Consider a pre-course visit with your colleagues / visiting adults if unfamiliar with the centre.
- Share the programme with the Head and Governors.

1 MONTH TO 2 WEEKS BEFORE

- Ensure all forms (dietary / medical, bedroom list, group list, numbers & names) are returned to the centre.
- Leave your itinerary and contact information with school along with the emergency telephone number of your SRES centre.

PARENTS' INFORMATION - 1 MONTH BEFORE

Arrange a parents' evening and make provision to share details with those that cannot attend. This is an opportunity to:

- Share the course objectives and likely outcomes.
- Distribute any forms that you need completing, along with a request to be returned by a specific date.
- State when and where to drop off & pick up pupils.
- Let them know what to pack, any money they should take, and any equipment needed.
- You might also share the name of the coach company, names of accompanying adults, social media information for updates, emergency contact at school, procedures for children who become unwell, the types of activities involved, standards expected in terms of discipline, prohibited items etc.