

School Ski Trip: Plan of Action

The following 22 action points makes preparing for a successful school ski trip with [321ski](http://www.321ski.co.uk) fast and easy:

| Action | Description | Completed? |
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| 1. Establish pupils involved | 6 th Fm/Lower school? Ability? Budget? Check http://www.321ski.co.uk for the link to countries and resorts | Pre-booking |
| 2. Determine resort and method of transport | All of our resorts have a piste technicality breakdown, allowing you to make an informed choice. http://www.321ski.co.uk/austriaresorts.php | Pre-booking |
| 3. Inspection visit? | For school ski trip leaders that are required to fulfill this please indicate this from the outset with http://www.321ski.co.uk/get-a-quote.php | Pre-booking |
| 4. Initial quote | Contact 321ski for an initial quote | Pre-booking |
| 5. EVOLVE/Risk assessing | Once the quote is accepted you will need to present to your SMT/SLT/LEA or Governors. 321ski provides you with all of these materials thereby reducing your workload considerably. | Pre-booking |
| 6. Contact 321ski to make the trip provisional | Once you get the go ahead from SMT get in touch and we will reserve the spaces in your resort. Please note that up until now nothing is reserved but at this point you will have 21 days to pay the non-refundable deposits and guarantee your trip. The trip is taking shape! | Pre-booking |
| 7. Publicise/Assembly/ Letter to parents | Wrestle a whole assembly slot off one of your colleagues and use the posters, assembly material and letter templates provided. | Pre-booking |
| 8. Inform 321ski and send in deposits | Contact 321ski with your exact numbers and we will issue accurate invoices with payment details. If you have not achieved minimum numbers we may advise you of a different price at this stage (due to coach costings). | Post booking |
| 9. Receive booking | You will receive a booking confirmation with details of your trip, | Post booking |

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| confirmation | as well as a unique log on area which will hold all of your updated information. | |
| 10. Insurance | Please ensure that your school insurance covers the ski trip; this is the best value route for coverage as typical prices are a mere 50p per day, per pupil. | Post booking |
| <i>FYI: Departure Time</i> | Please be aware that ferry crossing schedules are not released until late Autumn and sometimes this necessitates an early release off school on the day of departure. If this is an issue for you please inform 321ski immediately post booking. | Post booking |
| <i>FYI: Visas</i> | Should any pupil require a VISA this should be arranged as soon as the booking is confirmed, or prior. This is the individual's responsibility. | Post booking |
| <i>FYI: Helmet Policy</i> | 321ski recommends the hiring of a helmet. A request for this, which involves additional payment, can be made to 321ski up to 2 months prior to departure. | Post booking |
| <i>FYI: EHIC Cards</i> | EHIC cards will need to be obtained prior to departure, which can be done online. These are compulsory prior to travelling. | Pre-departure |
| 11. Medical consent forms | Issue medical consent forms one week prior to the Parents Evening when they can be collected | Post booking |
| 12. Behavioural policy | Many schools arrange a contract with their pupils prior to departure for issues that may lie outside the usual school behavioural policy that would otherwise be adopted. The Parents Evening is a great time to reinforce the ultimate sanction of repatriation. | Post booking |
| 13. Parents Evening | Typically most schools hold a Parents Evening a few weeks prior to departure to inform parents and to collect consent forms. Reinforce the previously agreed behaviour policy, sanctions and issue the kit list. 321ski will be happy to attend and provide the services as outlined in http://www.321ski.co.uk/teacher.php | Pre-departure |
| 14. Passports | Should the group not be on a collective passport when travelling passports | Pre-departure |

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| | will need to be safeguarded by the trip leader. | |
| 15. Pocket money | As cash is often taken by the pupils the school may wish to run a tripbank and issue receipts. | Pre-departure |
| 16. Contact flowchart | Prior to departure you may wish to establish a contact flowchart to minimise teachers' efforts. This can also be useful to warn for delayed returns. | Pre-departure |
| 17. Behavioural policy | Many schools arrange a contract with their pupils prior to departure for issues that may lie outside the usual school behavioural policy that would otherwise be adopted. The Parents Evening is a great time to reinforce the ultimate sanction of repatriation. | Pre-departure |
| 18. Declare passenger list | It is essential that 321ski receives the final passenger list at least 8 weeks prior to departure. This allows 321ski to confirm lift passes, equipment hire and room allocations. | Pre-departure |
| 19. Receipt of final pack | As trip leader you will receive your final pack approximately 3 weeks prior to departure. This will reinforce much that is on the online portal but also provides extra bespoke information. | Pre-departure |
| 20. Room allocations | Although every effort is made to allocate rooms according to individual preference this cannot be guaranteed for obvious logistical reasons. Usually this process is completed a week prior to arrival. | Pre-departure |
| 21. Return to 321ski some items in the Final Pack | 321ski requires this prior to departure as the contact info is essential in the event of an emergency, and the ferry manifesto will need to be completed prior to boarding. | Pre-departure |
| 22. Feedback! | We love to hear how things went and what was great and what was not so great! Please feedback to us upon your return so we can make your trip even better next time around. | Post trip |
