

## ACE Tiverton: Trip Planning Summary



Prior to any trip, the following must be completed and signed off by LCB or SAF. This will ensure that all the resources – staffing, transport and financing – is in place and enable all trips to run smoothly.

Date of Trip	Students Attending /Lunch Required	Staff/Lunch Required	Monies Required	Transport Required

Purpose of Trip	
Location of Trip	
Intended Travel Route including any meal, rest or comfort breaks.	
Expected Departure and Arrival Time (Leaving school)	
What consent do you require from parents and carers?	
Has this trip been put into the school calendar? What other events are booked in on this date?	
Attach the relevant Risk Assessment to this form for approval.	
Trip Plan Approved by:	Date:

Now complete the relevant EVOLVE Forms for the trip.