

School Ski Trip: Plan of Action

The following 20 points make preparing for a successful school ski trip with [321ski](http://www.321ski.co.uk) easy:

Action	Description	Completed ?
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. Be sure to mention any 'extras' to be included outside of the 321ski SkiEssentials package.	Pre-booking
5. SMT approval	Once the quote is accepted you will need to present to your SMT/SLT/LEA or Governors.	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 and help you do the risk assessments. 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. Receive the log-on and all risk assessments and templates	321ski provides you with all of these materials thereby reducing your workload considerably. This includes everything you'll need. These proven documents will save you hours in preparation and lets you teach, not trip manage, at your school.	Pre-booking

8. 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. Please try to collect as much information as possible on the initial letter – this will help you later in the process.	Pre-booking
9. Inform 321ski and send in deposits	Contact 321ski with your exact numbers and we will issue accurate invoices with payment details. Once deposits are received the booking is made and you are then bound by 321ski terms and conditions.	Booking made
10. Receive booking confirmation	You will receive a booking confirmation with details of your trip, as well as a unique log on to ‘Your Page’ which will hold all of your updated information.	Post booking
11. Insurance	321ski can provide insurance but a more cost-effective method would be via your own school insurance; this is the best value as typical prices are a mere 50p per day, per pupil. There’s no need to increase costs and meet Tour Operators’ mark ups! 321ski tries to make your trip as cost-effective (and honest!) as possible.	Post booking
12. Send out Parent Evening Letter with Parental Consent Forms	Issue Parental Consent Forms with the Parents Evening letter, with instructions to bring it completed to the meeting. It is essential all parents attend the evening.	Post booking
13. 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 and to make your expectations clear to parents.	Post booking

14. Parents Evening	Typically most schools hold a Parents Evening a couple of months post booking to inform parents and to collect various documents. At the parents evening 321ski suggest you ensure all parents and pupils complete the:	Pre-departure
<ul style="list-style-type: none"> a) Parental Consent Forms b) Behavioural Policy (parents sign off) c) Contact flowchart d) Room allocation (if available) e) SkiEssentials Equipment Sheet f) Apres-ski choices 		
<p>For your own records you may also want to collect the EHCs and Passport details.321ski will be happy to attend and provide the services as outlined in http://www.321ski.co.uk/teacher.php</p>		
15. Passports	Should the group not be on a collective passport when travelling passports will need to be safeguarded by the trip leader.	Pre-departure
16. Pocket money	As cash is often taken by the pupils the school may wish to run a 'tripbank' and issue receipts.	Pre-departure
17. 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
18. Declare passenger list	It is essential that 321ski receives the final passenger list at least 12 weeks prior to departure (with final payment). 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 for your school.	Pre-departure
20. 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

FYI: Departure Time *Please be aware that ferry crossing schedules are not released until late Autumn for the skiing season 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.*

FYI: Visas *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.*

FYI: Helmet Policy *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. Alternatively please request this to be part of your initial quote.*

FYI: EHIC Cards *EHIC cards will need to be obtained prior to departure, which can be done online. These are compulsory for all travellers and is part of the 321ski's terms and conditions.*
