

**VISITS OUT OF SCHOOL  
APPLICATION FORM  
(PLEASE TAKE NOTE OF FLOW CHART ON REVERSE)**

**Organiser:** ..... **Today's Date** .....

**DETAILS OF VISIT**

Date of proposed visit: ..... Duration (half day/whole day, etc):.....

Destination: .....

Purpose of visit: .....

Year Group to be taken: ..... Number of students involved: .....

Names of staff involved: .....

Cover required: .....

Cost of visit per student: .....

**Attached Information (tick boxes where appropriate)**

Completed and signed Initial proposal form	<input type="checkbox"/>
All Parental consent form/disclaimers	<input type="checkbox"/>
Photocopy of Passport	<input type="checkbox"/>
All medical forms	<input type="checkbox"/>
Completed and signed Financial planning form	<input type="checkbox"/>
Risk Assessments    travel	<input type="checkbox"/>
venue	<input type="checkbox"/>
Names and emergency contacts list	<input type="checkbox"/>
Educational visits involving overnight stays/hazardous activities    (Form 6 )	<input type="checkbox"/>
MSH 1 Overnight Accommodation Questionnaire	<input type="checkbox"/>
MSH 2 Visit check list	<input type="checkbox"/>

**Return completed form to the EVC (at least 1 or 2 weeks before visit):**

For official use

Request for visit granted	<input type="checkbox"/>
Request for visit not granted	<input type="checkbox"/>
Head's/Deputy Head's signature .....	Date .....

It is the responsibility of the organiser/leader of the visit to notify the Dining Room staff if packed lunches are required. The dining room staff will also require to know the number of students who will be absent who usually purchase a meal from the dining room.

The organiser/leader is to provide a list of students on any trip to the

- Educational Visits Co-ordinator (RS)
- School Office
- School Noticeboard/briefing book.