INITIAL APPROVAL REQUEST FORM – INTERNAL USE

This form must be submitted to the Head of Establishment for approval **before** excursion arrangements are made.

**Category of Excursion**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **(✓)** |
| 1a | Excursions in local area and / or covered by annual blanket permissions |  |
| 1b | Excursions within the UK without adventurous activities |  |
| 1c | Excursions within the UK with adventurous activities |  |
| 2a | Excursions to Europe, USA or Canada without adventurous activities |  |
| 2b | Excursions to Europe, USA or Canada with adventurous activities |  |
| 2c | All Excursions to countries outwith Europe, USA or Canada.  All Exchange visits to any location |  |

**Excursion Details**

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| --- | --- | --- | --- |
| **Name of Excursion** |  | | |
|  |  | | |
| **Name of Visit Leader** |  | | |
| **Visit Leader’s relevant qualifications**  **and experience** |  | | |
| **Destination** |  | | |
|  | | | |
| **Brief Description of Excursion including educational objectives** |  | | |
|  | | | |
| **Date and times of Excursion** |  | | |
|  | | | |
| **Eligible Class/Year/Age Group/s** |  | | |
|  | | | |
| **Estimated Numbers Participating** | Participants | Staff  (Please name) | Other Adults  (Please name) |
| ***\*Please note that where excursions involve an overnight at least one reserve member of staff***  ***must be identified*.** |  |  |  |
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| **Costs** |  |
| **Will staff cover be required?** |  |

|  |  |
| --- | --- |
| **Approx total cost per participant** |  |
| **Proposed total cost to be paid by Establishment** |  |
| **Additional costs re ASN pupils (if any)** |  |

All staff accompanying this proposed excursion have discussed cover implications with their line managers. I have checked the Establishment’s calendar for potential clashes and have discussed cover implications with the appropriate staff.

|  |  |
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| **Signature of Visit Leader** |  |
| **Date** |  |
| **Approval of Head of Establishment** |  |
| **Date** |  |

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| **Head of Establishment Feedback (if any)** |