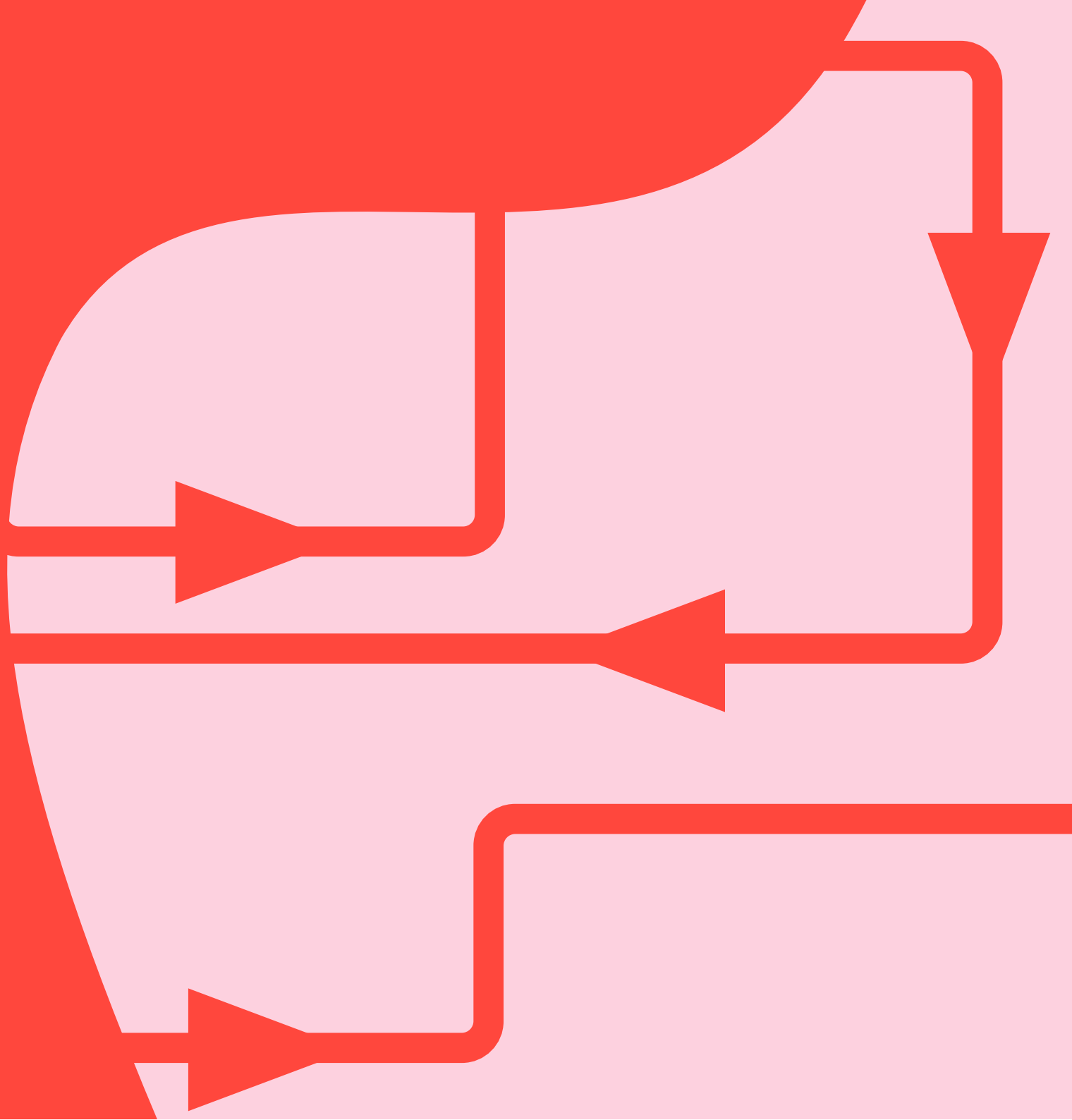




Halsbury Travel

YOUR SCHOOL TRIP TIMELINE



Pre-Booking

- Decide your objectives for the trip
- Choose your destination, dates and duration
- Define your budget
- Get in touch to chat about your trip and get a quote
- Get your trip approved
- Make your provisional booking (remember to check the quote's 'valid until' date)
- Promote your trip to students and parents (send a letter home and host a parents' evening)
- Get social – set up a new account or take over one of the school's existing accounts to remind parents about deadlines, share useful info and get everyone excited
- Collect first deposits

Booking

- Confirm your passenger numbers and we'll send your initial invoice
- Submit your initial passenger information form (if you're flying) and make sure names are **exactly** as they're written on passports (airlines charge a lot for name changes)
- Accept and sign your final quote document
- Give parents a payment schedule (all payment deadlines will be on your invoice)
- Music tour? Submit your Music Details form with samples of your music

6-4 Months Before Trip


- Start your risk assessment
- Collect passport info from parents and complete API form
- Get parents of non-UK citizens to check visa requirements
- Ask parents for dietary and medical info
- Host another parents' evening to update everyone on trip arrangements
- Ski trip? Collect and send us info on students' ski ability and complete après-ski activity planner form
- Sports tour? Send us your team info sheets

3-2 Months Before Trip

- Finalise your itinerary with your Itinerary Coordinator
- Make the final balance payment (due 10 weeks before you travel)
- Host your final parents' evening
- Complete any remaining risk assessment requirements
- Collect final passport info

4-1 Weeks Before Trip

- Download and log in to Vamoos where your trip documents will be waiting for you
- Receive and check through your Final Information Pack email
- Complete your rooming list
- Pack your bag
- Plan some activities for the journey (especially if you're going by coach)
- Grab some snacks and refreshments for the journey (it's a good idea to pack extra water for coach journeys)



ENJOY YOUR TRIP
All groups and trips are different, so please don't worry if your timeline looks a little different to this.

Any questions about the process
of arranging your trip?
Just get in touch and we'll be really
pleased to help.



EDUCATIONAL TRIPS • SKI TRIPS • MUSIC TOURS • SPORTS TOURS • SCHOOL SKI CHAMPIONSHIPS • EDUCATIONAL TRIPS • SKI TRIPS • MUSIC TOURS • SPORTS TOURS • SCHOOL SKI CHAMPIONSHIPS • EDUCATIONAL TRIPS • SKI TRIPS • MUSIC TOURS •

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