

Halsbury Travel

LET'S GET YOUR SCHOOL TRIP APPROVED

Trip Launch Pack

halsbury
TRAVEL

LET'S GET YOUR SCHOOL TRIP APPROVED

What's the first big hurdle when planning a school trip? Getting approval.

But don't worry. We've been helping busy teachers (just like you) to arrange school trips abroad for nearly 40 years. So, we know what works when it comes to seeking approval for trips.

Let's get stuck in.

What questions will you face when seeking approval for your trip?

1. What's the value of the trip?
2. How will you keep students safe?
3. How reliable is the tour operator?

What's the value of the trip?

As you know, when taking students abroad, you're not just taking them off timetable,

you're also taking several members of staff, who'll all need cover arranging.

So, when you're seeking approval for your school trip, you'll need to prove the value of it. You'll need to show that your trip offers enough educational value for students that it justifies both them being off-timetable for their other subjects and the cover costs for the accompanying staff members.

Obviously, you'll have picked a destination and activities that are going to support your curriculum and meet your learning objectives.

For example, if you're a French teacher and you're planning on taking your students to a language school in the South of France, the educational value of that trip is pretty easy to explain.

Similarly, if you're a history teacher and you're planning to take students to Berlin and Krakow to learn more about the Nazis and the Holocaust - the educational value is obvious.

So, explaining where you're going, what you're doing and why should do most of the legwork with regards to proving the educational value.

But don't just leave it there.

Make a point of explaining the other benefits that school trips abroad offer students. More independence and responsibility, and greater intercultural understanding, for example.

If you haven't got time to list out all the incredible benefits of school trips, don't worry - just show them this video.

Watch the video »

And this PowerPoint presentation neatly sums these benefits up.

Download the presentation »

And we've written guides to explaining the particular benefits offered by [ski trips](#), [sports tours](#) and [music tours](#) too.



How will you keep students safe?

Now everyone's on board with why you want to run the trip, you need to reassure them that you've thought about health and safety on the trip.

And this means performing a risk assessment.

Although we'd love to, we can't do this for you, as only you know your group's requirements.

But you'll significantly reduced your workload by booking with us. We're an Assured Member of the School Travel Forum with our own Safety Management System – and referring to this will save you crucial time in areas such as transport and accommodation (and reduces the amount of External Provider paperwork you'll need to do).

Check out our Safety Management System »

And for more information on health and safety, please check out our guide:

Read our health & safety guide »

How reliable is the tour operator?

Assuming you're booking with a tour operator (like us), you'll need to show that you've picked a reliable partner for your school trip.

If you've chosen Halsbury (and we'll presume that, as you're reading this, you have), then this handout should explain who we are and why your school can trust us with your trip.

Download handout »

On the handout, you'll find more information about our accreditations.

These are yours (and your school's) reassurance that your trip is in safe hands.

We're ABTA and ABTOT bonded, and our flight packages are ATOL protected, which means that you're financially protected.

We're also an Assured Member of the School Travel Forum – part of which involves implementing a Safety Management System and prioritising the health and safety of our groups.

And we've received the Learning Outside the Classroom Quality Badge, which shows that we offer activities that are safe and beneficial to learning.

Plus, we've been helping teachers to arrange school trips for nearly 40 years, so we've got plenty of experience of what works (and what doesn't).



We hope this helps you get your school trip approved. If you need any more advice or information, just get in touch.

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