

HOW CAN THE CENTRE HELP YOU?

- 1. They will communicate with you regularly.** They will provide forms for you to complete to help with your stay.
- 2. Remember they are here to serve you.** The centre staff will try and make your stay, and the organisation of it, as enjoyable and easy as possible.
- 3. They have a lot of experience.** Ask them questions. Ring them up for help. They love to hear from teachers. They can always provide you with some tips and advice in a friendly way. Most will have school groups visiting every week.

WHAT ARE THE BENEFITS OF RESIDENTIAL EVENTS?

There is a long proven track record of pupils finding a residential event of great benefit. Studies have been done, reports written and *Learning Outside the Classroom* was set up to encourage more of these events. The government backs these initiatives and want to see more of them. Often pupils will improve their self esteem, their ability to work in a team, their confidence to try something new as well as learn skills directly related to certain subjects.

WHAT ABOUT SAFETY

Teachers are understandably concerned for the safety and well being of pupils in their care. There are stringent safety measures put in place by activity providers. Activities undertaken will have had written risk assessments done. Ask to see these. Often they are on providers' websites. The number of serious accidents in proportion to the number of pupils attending trips is very small indeed. If you have any doubts discuss them with the centre you are visiting.

HOW CAN CCI HELP YOU?

CCI is the association of people and organisations who think that residential events have a profound effect on people's lives. CCI provides teachers with resources, advice, low cost membership, help with legislation and planning. In fact their series of *Key Resource Sheets* gives fuller answers to all the ten points shown previously. Ring them for help on 01908 641641 or visit their website www.cci.org.uk to buy resources to help make your task as a teacher even easier.



This leaflet is produced by CCI to help teachers plan their events more effectively. For further information contact CCI at:

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TOP 10

things to remember when organising your school residential



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1 GIVE YOURSELF A BIG PAT ON THE BACK!

You have embarked on a really exciting venture to take a school group away. Keep at it! It will be the highlight of your school year!



2 PLAN WELL AHEAD

You can't start too early, but you can start too late! It will almost certainly take nine months to plan your school trip. Make a list of all you have to do and check it through with the Head teacher. You won't be able to do this on your own, so look to recruit some other teachers/parents to help. Have at least one evening with them as a group to plan and prepare.



3 CHOOSE A VENUE

CCI has an automated venue finding service of 150 residential centres to go to. Simply visit www.cci.org.uk. They vary from places where the whole programme is run for you (with all activities included), through to those where you organise the trip including the catering. When you have chosen a venue, go and have a look around it.



4 BUDGET AND PROMOTE

carefully. The sums of money involved and the schools' liability to the venue you choose can be significant. Draw up that budget in detail. There are often teacher discounts or free places. Ask for a deposit or staged payment from parents. Make sure the school pays the bill on time. You may incur penalties if you don't. Provide information for pupils to take home. Organise a parents evening.



5 TAKE OUT CANCELLATION INSURANCE

CCI can provide you with details of a good value for money policy. It provides cover for your group for what could be expensive financial liabilities in the event of cancellation. This will be subject to the policy terms and conditions. You can contact *AT Bell Insurance Brokers Ltd*, who are authorised and regulated by the *Financial Services Authority*, for more details call **020 8462 0769** or email: insure@atbell.co.uk. Alternatively the school may have an insurance cover arrangement.



6 HAVE CLEAR AIMS

for the event. What will you do? Why? What do you aim to achieve? How are the learning outcomes related to curriculum work? How can you integrate *Learning Outside the Classroom* with what you do in school?



7 WEBSITES AND RESOURCES TO HELP YOU

There are some key documents which are available at: www.teachernet.gov.uk/wholeschool/healthandsafety/visits on health and safety. Your Educational Visits Advisor will also help and provide risk assessment sheets, although centres will often have this already done for you. Check out the CCI website for resource material. The *Learning Outside the Classroom* website is also a vital resource at www.lotc.org.uk. In Scotland there is *Learning and Teaching Scotland* at www.ltsscotland.org.uk



8 READ THE INFORMATION

provided carefully. Small print can seem boring, but it is vital and usually very helpful. Many venues provide a teachers' pack which lists a lot of helpful detail. Complete any forms and try to submit them on time. Try and be as accurate as you can with the information requested.



9 PLAN THE TRANSPORT

Will you go by coach, train or by minibus? There is almost certainly someone in school that will tell you the best coach company and then check out with the centre if they know of a company and compare prices. Some centres will collect you from the nearest rail station.



10 EVALUATE

After the residential check whether you achieved the aims you set out in **item 6**. Get some feedback from the pupils. Give some constructive feedback to the centre or complete their feedback form. After that start planning for the next trip! Go back to **item 1** – after a strong cup of something!