Appendix 1: Tour Template

Details of School Tour

|  |  |  |
| --- | --- | --- |
| **Name of School** | **Address** | **Roll No.** |
|  |  |  |
| **Tour Dates** |
| **From** | **To** | **Number of School Days** |
|  **/ /**  |  **/ /**  |  |
| **Brief Outline of Tour** |
| **Number of Students Participating** | **Total number of students in relevant class** |
|  |  |
| **If some students are not participating, outline the reasons why** |

|  |
| --- |
| **Adults accompanying the students** |
| **Class Teacher** | **Number of other teachers** | **Number of other adults** |
|  |  |  |
| **Confirmations** |
| **That appropriate arrangements are made for those classes whose teachers are absent with the tour** | **Yes:** | **No:** |
| **That adequate insurance is in place to cover all risks while on tour** | **Yes:** | **No:** |
| **That parental permission has been secured for each student who is to participate on the tour.** | **Yes:** | **No:** |

Signature of Principal: Date: