

Your School Trip Timeline

Departure Date:

12–18+ MONTHS UNTIL DEPARTURE

- Decide on your objectives for the trip
- Choose a destination, travel date and duration
- Establish your budget
- Contact Halsbury to discuss your requirements and request a tailor-made quote
- Get your trip approved by senior leadership - [see our guide](#)

10–12 MONTHS UNTIL DEPARTURE

- Contact your Tour Adviser to make a provisional booking (don't forget to check your quote's 'valid until' date)
- Put up posters in school and promote your trip on social media - [see our guide](#)
- Set up a Twitter account allowing you to notify parents about deposit deadlines, parents evenings, etc. - [see our guide](#)
- Tell your students about the trip or even host a meeting
- Send letters home/email to parents and collect first deposits - [see our guide](#)



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8–10 MONTHS UNTIL DEPARTURE

- Confirm passenger numbers and request initial invoice from your Tour Adviser
- Complete and submit initial passenger information form (if a flight tour)
- Complete and submit your booking form to confirm your booking
- Put together a clear payment schedule for parents (check invoice for payment deadline details)

6–8 MONTHS UNTIL DEPARTURE

- Work with your Itinerary Coordinator to choose your activities and begin planning your itinerary
- Start completing your risk assessment
- Request passport information from parents and complete API form
- Ensure any international students are aware of any visa requirements
- Host a parents evening to give parents and students more information about the trip

4–6 MONTHS UNTIL DEPARTURE

- Download the Vamoos App (to give you access to your trip documents on the move)
- Request dietary and medical information

2–3 MONTHS UNTIL DEPARTURE

- Finalise your itinerary arrangements with your Itinerary Manager
- Make the final balance payment (due 10 weeks before departure)
- Host your final parents evening
- Complete any remaining risk assessment requirements

2–6 WEEKS UNTIL DEPARTURE

- Complete your rooming list
- Log in to your Vamoos account to view your trip documents

1–2 WEEKS UNTIL DEPARTURE

- Receive and check through your Teacher's Pack
- Pack your bag (don't forget your passport, GHIC/EHIC card and important documents such as students' medical information!)
- Plan some activities for the coach journey (if travelling by coach)
- Buy some snacks and refreshments for the journey

ENJOY THE TRIP!

If you have any questions about the process of arranging your school trip, please don't hesitate to contact us. We're here to support you every step of the way.

Each group and tour are slightly different, so don't worry if your timeline varies slightly from this.