



Sample Approval Pack

An internal-approval sample showing how a preferred option can be turned into a cost-conscious, reviewable, defensible proposal.

SCHOOL **St. Catherine's School, Surrey**

PREFERRED OPTION **Valencia Language Institute**

RESERVE OPTION **Malaga Costa Academy**

COHORT **32 students + 3 staff, Year 10**

APPROVAL AIM **Internal sign-off to proceed**

Preferred option for approval

This sample shifts from browsing to justification. The purpose is to help a teacher explain why the preferred option is suitable, proportionate, and worth approving.

RECOMMENDED FOR APPROVAL

Valencia Language Institute

Best balance of educational fit, operational simplicity, accommodation flexibility, and parent-facing clarity.

RESERVE COMPARATOR

Malaga Costa Academy

Operationally straightforward reserve option if final pricing or preferred dates in Valencia do not hold.

INDICATIVE FIXED COST

£1,165

Per student, before optional spending money.

SUGGESTED PARENT SPEND

£90-£130

Allows for snacks, souvenirs, and minor personal purchases.

PLANNING POSITION

Mid-range

Neither the cheapest nor the most expensive shortlisted route.

Approval rationale

Valencia is easier to defend than the lowest-cost option because it protects the educational case while remaining financially credible and practically deliverable.

Why this option is suitable for the brief

Educational fit

Programme structure suits a mixed-confidence Year 10 cohort and preserves clear curriculum value.

Group suitability

Destination size, provider supervision, and accommodation flexibility make it appropriate for 32 students plus staff.

Parent-readiness

The trip can be explained in a straightforward way without the school relying on over-optimistic pricing assumptions.

Operational confidence

Travel complexity is manageable and provider communication suggests a well-supported group journey.

DECISION LENS	VALENCIA	MALAGA	APPROVAL READ	COMMENT	ACTION	STATUS
Educational fit Year 10 language value	Strong	Good	Strong	Valencia carries the clearest academic narrative.	Proceed	Preferred
Travel simplicity Arrival and transfers	Good	Strong	Good	Malaga is slightly simpler; Valencia remains manageable.	Confirm timings	Open
Cost defensibility Value versus alternatives	Good	Moderate	Good	Valencia offers a stronger value narrative than its price alone suggests.	Hold live quote	Open

What is included in the approval case

COST COMPONENT	INDICATIVE AMOUNT	APPROVAL RELEVANCE
Provider tuition and programme	£335 per student	Core educational value of the trip.
Accommodation and meals	£370 per student	Main welfare and supervision cost area.
Flights and UK coach	£220 per student	Main transport assumption used for approval.
Transfers and activities	£150 per student	Explains the practical difference between brochure price and trip reality.
Indicative fixed trip cost	£1,165 per student	Working approval-stage number.

<p>Included in this working figure</p> <ul style="list-style-type: none"> • Tuition and school-group programme • Accommodation and meals • Return flights from a London airport • School-airport coach • Spain transfers and activities 	<p>Still to confirm before final parent launch</p> <ul style="list-style-type: none"> • Exact travel dates and flight hold • Final accommodation allocation • Deposit timings and staged payment schedule • Provider-issued live quote
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This sample is structured to answer approval-style questions cleanly: what it costs, why it is suitable, what is included, and what still needs confirmation.

Likely approval questions, answered early

Why not the cheapest option?

Alicante is cheaper, but it weakens the educational and destination case. Valencia is easier to defend without feeling extravagant.

What if Valencia pricing moves?

Malaga remains the reserve comparator because it offers a realistic operational fallback without redesigning the trip.

Is this parent-ready now?

Not yet. This pack supports internal sign-off. Parent communication follows once pricing, dates, and provider details are locked.

Why approve now?

Approval at this stage allows the school to secure live pricing and move the trip forward while the strongest-fit option is still available.

1

Internal agreement

Confirm Valencia as the preferred route and Malaga as reserve.

2

Live provider pricing

Request itemised pricing and date confirmation.

3

Parent pack build

Translate the approved choice into family-facing communication.

4

Booking decision

Move from approval into confirmed provider engagement.