



Sample Trip Delivery Pack

A staff-facing sample showing the kind of calm, practical support material that helps a school deliver the trip smoothly once departure is approaching.

SCHOOL	St. Catherine's School, Surrey
PROVIDER	Valencia Language Institute
TRIP WINDOW	7 nights - staff delivery copy
GROUP	32 students + 3 staff
PACK PURPOSE	Operational support for staff

Quick-reference departure information

Departure rhythm

School-site meet, coach to airport, group check-in, flight to Valencia, provider meet-and-greet, coach transfer to host area.

Arrival priorities

Headcount, passports, transfer handover, accommodation distribution, evening briefing, first-night welfare check.

Staff reminder

Keep one printed rooming/contact copy with the lead teacher and one with the deputy group lead.

On-the-ground principle

Keep operational information visible and simple so staff do not need to reconstruct the plan under pressure.

CONTACT POINT	USE	NOTE
Lead teacher	School-side decision lead	Holds final manifests, medical summary, and parent escalation chain.
Deputy staff lead	Movement and headcount support	Keeps duplicate contacts and rooming list.
Provider coordinator	Arrival, accommodation, local programme	Main local liaison once in Spain.
Emergency contact route	Urgent incidents only	Use alongside school emergency procedure.

Itinerary summary for staff

DAY	MORNING	AFTERNOON	EVENING
Day 1	UK departure and flight	Arrival transfer, host allocation	Orientation and first-night check
Day 2	Language classes	City orientation walk	Host-family evening
Day 3	Language classes	Museum visit and supervised free-time window	Staff debrief
Day 4	Language classes	Local cultural activity	Accommodation check-ins
Day 5	Excursion day	Excursion day	Return and headcount
Day 6	Language classes	Student project / reflection block	Farewell event
Day 7	Language classes	Packing and local briefing	Early night / departure prep
Day 8	Transfer to airport	Return flight and school-site collection	-

Use on trip

Quick-reference only. Staff can see the shape of the trip without wading through longer booking documents.

Operational value

Keeps arrival instructions, contact points, and the rhythm of the week accessible to all accompanying staff.

Staff reminders and care package note

Before departure

- Confirm printed rooming list and contacts
- Carry duplicate medication/emergency information process
- Reconfirm transfer timings and meeting points

During the trip

- Keep daily headcounts consistent
- Log any incidents in the agreed school format
- Hold a short staff debrief each evening

Small care element

Sample add-on: a tidy envelope containing spare stationery, luggage labels, mini first-day reminders, and a handwritten thank-you note for the lead teacher. Tasteful, practical, and secondary to the operational material.

This sample is designed to feel calm and useful at the point of delivery: clear enough for staff to rely on, without pretending to replace the school's own final travel documentation.