

AMBRIT FIELD TRIP REQUEST

- **N.B.** The teacher in charge of the trip should in the first instance consult with their principal to ensure that the date, substitute/cover implications and health and safety considerations are acceptable. This must happen BEFORE any bookings are made, and certainly before any information regarding the trip is given to pupils or parents.
- To avoid unacceptable disruption to the curriculum, and to be fair to all staff, accompanying teachers (chaperones) should only be selected after discussion with the department principal (s).
- The completed two-page form should be given to Lisa Spano

Purpose of Visit (including educational objectives):	
Teacher in charge (Group Leader):	
Date(s):	Teacher's phone no:
Grade(s):	Total number of pupils:
Total number of teachers, including teacher in charge, Needed (see above note):	
Leaving time(and location if not school):	Return time and location:
Lunch arrangements:	Cash/Payments necessary:

Transport arrangements (include if buses are needed):	
Name and Address of Place to be visited:	Telephone number:
Names and corresponding special arrangements for any participants with special educational or medical needs:	
<p>Risk Assessment</p> <p>List three (or more) potential risks/hazards:</p> <p>1.</p> <p>2.</p> <p>3.</p>	Steps to take to reduce these risks:
NB Continually monitor hazards throughout the visit: Adapt plans and then assess risks as necessary.	
Principal Approval:	
Date:	