



## CHECKLIST FOR A SUCCESSFUL RESIDENTIAL

### USEFUL INFO

Course title .....

Course date .....

Centre attending .....

Main Outward Bound® contact name and tel. ....

TASK	ACTION	COMPLETED?
<b>Headteacher's agreement</b>	Submit a proposal to your headteacher or governing body, seeking approval for the course in principle. Include: objectives of the visit, date, duration, venue, pupil group, staffing, resources and costs.	<input type="checkbox"/>
<b>Staffing</b>	Ensure you can get enough staff members for your course and that cover is available back in school for those that are going. Ensure that staffing includes male and female supervision, where necessary.	<input type="checkbox"/>
<b>Confirm your booking</b>	Sign contracts and pay the 10% deposit.	<input type="checkbox"/>
<b>Transport</b>	Call The Outward Bound Trust for a competitive quote for coach travel.	<input type="checkbox"/>
<b>Educational visits form</b>	Complete your form and return it to your Outdoor Education Advisor.	<input type="checkbox"/>

Continued overleaf

TASK	ACTION	COMPLETED?
<b>Risk assessments</b>	All risk assessment documentation is available from your chosen centre.	<input type="checkbox"/>
<b>Information for parents</b>	Send details of the course in a letter [template available on our teacher resource site], with a parental consent form. Include educational objective, cost of the course, including transport and how much each parent will be charged, details of insurance cover and whether parents need to arrange any additional cover. Request that parental consent forms are returned by a specific date and identify who is going to chase them back in!	<input type="checkbox"/>
<b>Publicity</b>	Use the resources within our recruitment area to advertise the course to potential students. Our logo is also available to add to your own publicity material.	<input type="checkbox"/>
<b>Fundraising</b>	Organise a fundraising event to raise money for your course or set each student a target to raise X amount towards the cost of their course. Fundraising tips and a sponsorship form are included on the teacher resource site.	<input type="checkbox"/>
<b>Pre course briefing</b>	Have a meeting for all students attending to outline what standard of behaviour is expected of them and what the visit will entail. A member of The Outward Bound Trust may be available to assist with course briefings, please ask your Education Account Executive for further details.	<input type="checkbox"/>
<b>Enrolment forms</b>	Ensure all forms are returned and completed to you in good time for you to return the forms to The Outward Bound Trust a minimum of four weeks prior to the start of your course. [Please note we can not accept anyone on a course without a completed form prior to arrival.]	<input type="checkbox"/>
<b>Pre course work</b>	Excite and inspire your students before they attend Outward Bound with our pre-course information. This will also add to the impact of your course. Remember to tell the centre if you have done any pre course work ahead of your arrival.	<input type="checkbox"/>
<b>Emergency contact number</b>	Leave your itinerary and contact information at school, with the emergency telephone number of the appropriate Outward Bound centre.	<input type="checkbox"/>

TASK	ACTION	COMPLETED?
<p><b>Pack your laptop and camera</b></p>	<p>There will be a wifi network at the centre that you can access. Don't forget your camera so that you can upload and share your pictures straight away!</p>	<p><input type="checkbox"/></p>
<p><b>Information for parents</b></p>	<p>Arrange a parents' evening but make provision for those parents who genuinely can't make the date. This provides an opportunity to:</p> <ul style="list-style-type: none"> <li>- Share the objectives and likely outcomes</li> <li>- Distribute Pre-Course Information packs to all parents, with a request to return Enrolment and Medical forms by a certain date, so that you can return the forms to The Trust at least one month prior to the course start date</li> <li>- State where and when to drop off and pick up participants</li> </ul> <p>It would be an idea to share:</p> <ul style="list-style-type: none"> <li>- How you will be travelling including the name of the travel company</li> <li>- Names of accompanying adults</li> <li>- Emergency contact back at school</li> <li>- Level of supervision and pastoral care</li> <li>- Details of accommodation with security and supervisory arrangements on site</li> <li>- Details of provision for special educational or medical needs</li> <li>- Procedures for pupils who become ill</li> <li>- Details of the activities planned and of how the assessed risks will be managed</li> <li>- Standards expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline including prohibited items.</li> <li>- Money, clothing and equipment to be taken</li> </ul>	<p><input type="checkbox"/></p>

## AFTER THE COURSE

<b>Action planning</b>	Make sure your pupils have completed their post course action planning	<input type="checkbox"/>
<b>Share your stories</b>	Remember to upload any photos you have taken to your school's website or write a blog and we'll put it on our website and tweet about you.	<input type="checkbox"/>
<b>Celebrate your success</b>	Arrange a presentation for when you are back at school for the course participants and their parents. You could ask them to each give a short speech on their time at Outward Bound, what they learnt, what they will take away and include all the photos from your course. Your regional account manager would be more than happy to attend and give out any awards. You could even ask our Individuals account manager to come along and talk about the exciting range of summer programmes we have available, including the 19 day Outward Bound Skills for life course.	<input type="checkbox"/>
<b>Book your place for next year</b>	Get in touch with your account manager to discuss possible dates for next year.	<input type="checkbox"/>