

TEACHER CHECK-LIST

- **Make sure the ‘Confirmation’ form has been returned to the centre**
- **Have any students requiring extra support been identified and the centre informed? If not please do so as soon as possible.**
- **Inform students/parents of cost.**
- **Inform students of activity options. Make sure the number of student groups does not exceed the number of instructors allocated (see ‘Final Numbers’ form)**
- **Return ‘Final Numbers’ paperwork to the centre by the due date.**
- **Issue student check-list and emphasise consent form with Health Care Plan and medication.**
- **Just prior to excursion, run through student check-list**
- **On the day make sure all students have their medical forms, medication, Health Care Plans and the staff attending are aware of their role on site and have a copy of the student names and activities**