

## **Checklist: BEFORE a trip outside the school**

### **During the weeks leading up to the trip:**

- Consult the school's and the school board's procedures for an extended outing of several days.
- Request authorization for the outing:
  - from the school board (if necessary)
  - from the governing board (if necessary, describe the project to its members)
  - from the school administration
- Send a letter explaining the project to the parents. Make sure to include:
  - a request for the parents' authorization to have their children participate in the outing
  - a request for parental authorization to have pictures taken of their children (if necessary)
- Hold an evening information session for the parents (if necessary)
- Reserve the trip:
  - notify the host school of any allergies or specific diets that must be taken into account
  - organize the trip with the host school
- Reserve transportation:
  - consult the school's transportation reservation policy
  - set the itinerary and provide it to the appropriate transportation companies
  - ask for transportation pricing statements from the different companies
  - reserve transportation
- Notify the following of changes to the regular schedule and absences during the trip:
  - the lunchtime supervisors and after-school program staff
  - colleagues
  - concerned specialists (physical education, music, etc.)
  - the school bus company
- Plan the trip with the teacher of the twinned class:
  - establish the daily schedule (activities, meals, wake-up times and bedtimes)
  - determine common instructions:
    - authorized or unauthorized objects (MP3 players, sweets, etc.)
    - travel on the site of the outing

- plan the details of students' accommodation in their rooms/dormitories
  - decide which language will be used for each activity
  - plan activities in English and French, as well as in both languages
  - plan ice-breaker activities
  - form mixed groups (English/French) for work on the learning and evaluation situation (LES) (if necessary)
  - decide which LES tasks are to be carried out during the trip
- Provide parents with the list of materials that the students must bring

### **On the day before the departure:**

- Remind those concerned of changes to the regular schedule:
  - lunchtime supervisors and after-school program staff
  - specialists (physical education, music, etc.)
- Review the disciplinary guidelines with the students.
- Review the safety measures with the students.
- Ensure that all requests for parental authorization have been obtained.

### **The morning of the departure:**

- Ensure that students who need medication and an EpiPen have them.
- Ensure that you have all the materials required for the outing and its activities.
- Ensure that all of the students have their lunch (if needed).
- Notify the school administration of the students' absences.
- Bring a list of students' names, teams and the students assigned to each room.
- Bring a first aid kit.
- Bring the health booklets (or the equivalent) of all students.
- Bring parental authorizations for all students.