


## Danes Hill Pre-Prep School Outing Form..

<b>Year Group:</b>  <b>Classes involved:</b>  <b>Coach company:</b>  <b>Tel. no.:</b>  Classes on which coach?  Coach 1:  Coach 2:	<b>Venue:</b>  <b>Tel. no.:</b>  <b>Depart school at:</b>  <b>Lunch arrangements:</b>  <b>Toilet facilities:</b>  <b>Meeting Point:</b>  <b>Leave venue at:</b>	
		
<b>Teacher in charge of trip:</b> <b>Mobile phone:</b>		
<b>School phone number:</b>		
<b>Class(es) participating :</b>		
<b>Children's Names:</b>	<b>Children's Names</b>	<b>Teachers and Parents with mobile numbers</b>

Please indicate \* which children have any allergies and ensure that the relevant group leader carries with her/him the appropriate medication if necessary.

Please note the following:

Children been informed about the purpose of trip		Date the information letter sent home	
Children been informed of expected behaviour		Insurance Number KSC- 252037 – 2073	
Children informed of risk assessments		Paediatric First Aider	
Children informed which Teacher is in charge during visit		"Home" contact given details for emergency	
		Adult ratio whilst on trip	