



Evaluation of trip to be completed by another member of staff  
Residential Trip

THIS POLICY APPLIED TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION STAGE  
AND THE PRE-PREPARATORY SCHOOL

Dates:	
Venue:	
Agent used:	
Year group taken:	
Number in Group:	Boys:                  Girls:                  Staff:
Excursions and their suitability:	
Accommodation:	
Food:	
Travel arrangements:	
Problems arising:	
Things you would change:	

Unforeseen dangers/risks:	
Suitability of environment:	
Other comments and evaluation including "close calls":	
Accidents:	
Any other comments:	

Signed:

Date:

Please return completed form to Tiffany Callis as soon as possible.

**Date of Policy: 31 January 2018**

Date of renewal: 1 February 2019