



Planning Your School Visit

We've put together a checklist & some top tips based on our experience of dealing with many schools to help with planning your Lakeside Visit.

01

Contact our School Visit Sales Executives to **check availability** for your preferred date.

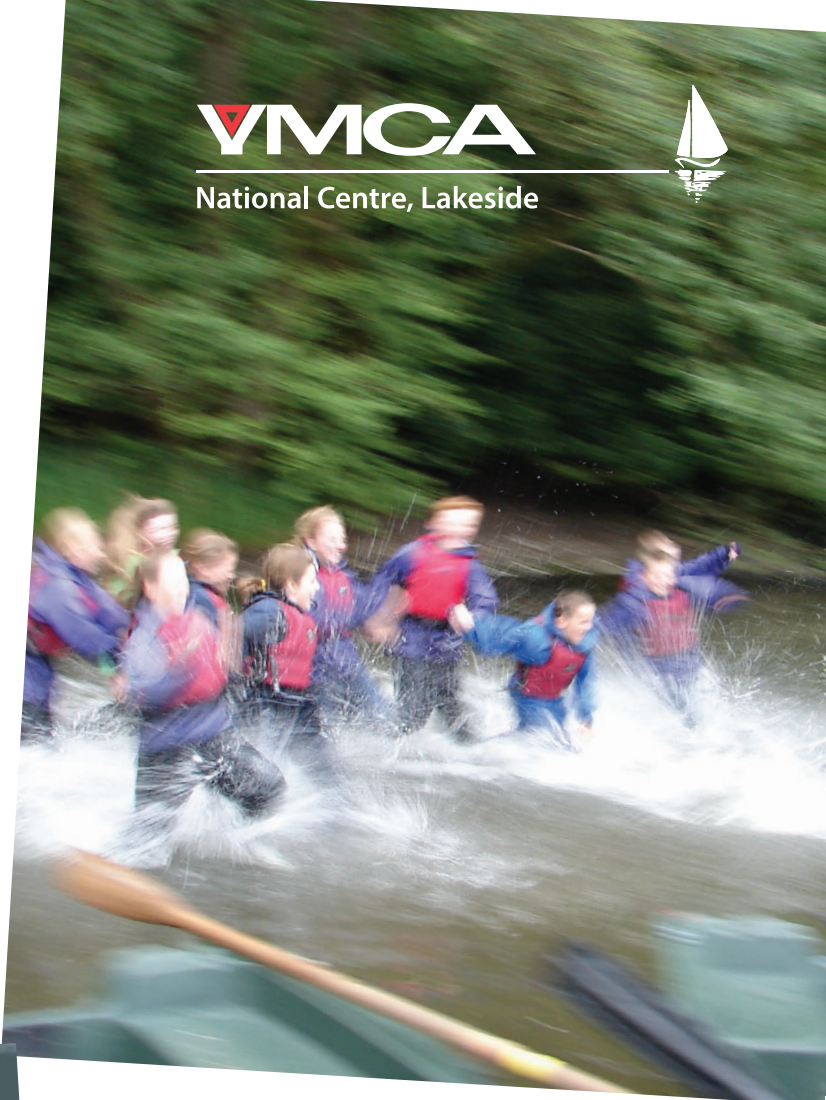
02

We will provide you with a written quotation based on your provisional group numbers. This will clearly show the price per pupil; **one free leader place is available for each group of 12 young people.** (Free places include accommodation in a private room and all meals during the visit.)

03

We'll hold the date of your visit open whilst you confirm your numbers. **Maximise your group's attendance** & deal with any concerns by trying some or all of the following:

- Ask previous participants from your school to do a presentation about their Lakeside experience.
- Ask for one of our Lakeside team to give a presentation at a school assembly.
- Include the resources on our website in your school's pack to generate interest. We've created a special Lakeside map in response to requests from teachers keen to generate excitement about our outdoor activities.
- Share the "what to bring" lists, activity programme and even some sample food menus to answer any pre-visit questions.
- Ask us to send you some pre-visit lesson ideas and exercises.
- Explore some of the Lakeside stories; check out the videos on our website or ask us to send you some case studies.
- Create an outdoor learning journal where pupils can start the conversation about the aims and objectives of your visit. Use this to enhance your visit whilst you're here & complete your journals after your visit by recording the outcomes of the experience.
- Ask us to send you a post course evaluation so that the learning continues back in the classroom.



04 When you're ready to **confirm your visit** we will send you or your school bursar a deposit invoice.

05 We'll send you a **full booking pack**. This will include accommodation fire-lists, medical and dietary information for you to **complete and return**.

06 Ask us if you need to see all of our **risk assessments** and certification.

07 We'll send you a **bespoke activity programme** based on what you tell us about your aims and objectives for your pupils.

08 Keep an eye on your numbers; final payment is due **four weeks before** your visit.



09 Ask accompanying leaders to bring **completed medical forms** with you on the day of your visit.

10 You will be **greeted on arrival** by your Course Director who will show you to your accommodation & give you an overview of your visit.

11 We will be here throughout your stay to help with any queries or concerns and we have a **night warden on site** for any out of hours assistance.

12 We hope you have a memorable & enjoyable Lakeside experience - and we will reflect on this in an **end of course review**.