

Action deadlines for Blairvadach booking preparation

Action completed	Actual week number	Weeks before visit	Action description
		-52	Receive 'Application to visit Blairvadach'
		-48	Return 'Application to visit Blairvadach' to Children and Young People Support (Education Services), Centenary House to apply for a place at Blairvadach
		-25	School notified of successful application
		-24	Raise DP1 for deposit and send to Children and Young People Support (Education Services), Centenary House
			Decide on learning outcomes for the visit, select activities to achieve these outcomes, in consultation with the Depute at the centre
			Notify parents of planned programme and arrange a student/parent briefing presentation in consultation with the centre
		-6	Complete REC 1 and REC 2 forms on the Excel Workbook for pupils intending to participate on the visit
		-6	Check students dietary requirements and add to Excel Workbook
		-6	Check students medical history and add to Excel Workbook
		-6	Complete activity group list on Excel Workbook
		-6	Complete room lists on Excel Workbook
		-6	Complete contact details/medical information forms for all accompanying staff on Excel Workbook
		-5	Collect completed parental consent forms
		-4	Latest deadline to email completed Excel Workbook to bvprincipal@blairvadach.ea.glasgow.sch.uk
		-1	Inform centre of any last minute changes/cancellations
		0	Get on bus to depart for Blairvadach – for Adventure, Challenge, Excellence
		+1	Raise DP1 for balance of fees