**Aberdeenshire Council**

**Category 5 Trips**

**Head of Education Initial Approval Request Form**

This form must be completed and submitted to the Head of Education for approval, at inception, before excursion planning begins.

Before completing this form, please ensure you have consulted the Excursion Category Flowchart - [Microsoft PowerPoint - Excursions Flow Chart](https://livelifeaberdeenshire.org.uk/media/10475/excursions-flow-chart-rev1apr25.pdf)

**Excursion Details**

|  |  |
| --- | --- |
| Name of Establishment/School |  |
| Name of Excursion |  |
| Destination |  |
| Provider  Please check if approved, if not contact [AAP@aberdeenshire.gov.uk](mailto:AAP@aberdeenshire.gov.uk)  [Outdoor learning approved providers - Aberdeenshire Council](https://www.aberdeenshire.gov.uk/schools/outdoor/approved-providers/) |  |
| Pupil numbers (estimated) |  |
| Eligible Year/Age Groups |  |
| Name of Visit Leader(s) |  |
| Visit Leader Contact details |  |
| Visit Leader’s relevant qualifications and experience |  |
| Date of excursion |  |
| Duration |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Brief Description of Excursion | |  | | | |
| Learning Intentions | |  | | | |
|  |
| Estimated Numbers Participating | | Participants | | Staff  (Please name) | Other Adults (Please name) |
| ***\*****Please note that where excursions involve an overnight at least one reserve member of staff must be identified*. | |  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
| Will staff cover be required? Include details. | | |  | | |
|  | | |  | | |

|  |  |
| --- | --- |
| Approx total cost per participant |  |
| Proposed total cost to be paid by Establishment |  |

All staff accompanying this proposed excursion have discussed cover implications with their line managers. I have checked the Establishment’s calendar for potential clashes and have discussed cover implications with the appropriate staff.

Date:

Signature of Head Teacher:

Initial approval by Head of Education

**I do/do not authorise planning to proceed for the proposed excursion subject to/for the following reasons**

Date:

Signature of Head of Education

**Appendix 1**

**Cat 5 trip pre-approval procedure**

All Category 5 trips must receive approval from Head of Education (or delegated colleague) before planning stage.

* Pre-approval form is to be completed at inception, before a trip moves from an idea to the planning stage.
* Cat 5 agreement form to be completed and sent to Head of Education.
* Head of Education discusses with team and Technical advisors, where appropriate.
* Head of Education sends form back to Head Teacher with or without approval.
* If approval given Head Teacher begins the Evolve process, attaching the approval.
* If approval rejected no further action.

Outdoor Team approve the trip at LA, using the approval form as evidence.