

Timeline of Your Trip

18 – 12 Months in advance

- ☐ Decide on a destination and trip focus
- ☐ Contact TLA for a trip quote
- ☐ Get approval from SMT at your school
- ☐ Liaise with school's trip coordinator and health and safety coordinator

12-10 Months in advance

- ☐ Finalise your quote with The Learning Adventure
- ☐ Organise a parents' evening to distribute further information
- ☐ Launch the trip to students and collect deposits
- ☐ Pay first deposits to The Learning Adventure and confirm flights

3-4 Months in advance

- ☐ Organise entry visas if necessary
- ☐ Remind students and parents about any vaccinations needed
- ☐ Send completed passenger information form to TLA with passport information
- ☐ Final deadline for free adjustments to tours is up to 120 days pre-departure

2 Months in advance

- ☐ Finalise itinerary with our destination specialists
- ☐ Receive pre-departure summary
- ☐ Organise UK airport transfers
- ☐ Pay final trip balance
- ☐ Final deadline for adjustments to tours with additional cost is up to 60 days pre-departure

1 month in advance

- ☐ Organise pre-departure parents' evening
- ☐ Send out final details, information on spending money and packing list
- ☐ Any last-minute adjustments to tours up to departure incur additional extra cost

2 weeks in advance

- ☐ Final pre-departure phone call with our destination specialists

3 working days

- ☐ Final reminder of meeting place and time to students and parents
- ☐ Prepare passports and visas
- ☐ Distribute emergency numbers
- ☐ Start packing!