|  |  |  |  |
| --- | --- | --- | --- |
| **SPIP Field Trip Request Form** | | | |
| Date of submission:  *All trip requests should be submitted to the Head 10 school days prior to the date of the trip.* | | | |
| Teacher: | | Date(s) of trip: | |
| Group: | | Cost per student: | |
| No. of students: | | No. of adults | |
| **Departure travel** | | | |
| Depart from | | At a.m. / p.m. | |
| Arrival at | | At a.m. / p.m. | |
| **Return travel** | | | |
| Depart from | | At a.m. / p.m. | |
| Arrival at | | At a.m. / p.m. | |
| Transport: | | | |
| Description of trip: *(include extra stops, times, etc*.) | | | |
| Purpose of trip*: (contributions to the educational programme / curriculum area)* | | | |
| Does the trip require an overnight stay? | | | Yes / No |
| Is this field trip educational and curriculum related? | | | Yes / No |
| Will the student's (classroom) grade be affected? | | | Yes / No |
| Will everyone in the class have an opportunity to participate? | | | Yes / No |
| Has a letter been prepared for parents on SPIP letter-headed paper and approved by the Head? | | | Yes / No |
| Is a packed lunch required? | | | Yes / No |
|  | | | |
| Teacher signature: | Head signature: | | |