

10 Top Tips for Organising a School Ski Trip

From risk assessments to rooming, boot and ski hire to birthday cakes; organising a ski trip is made much easier with the right support.

Creating a checklist is a great starting point, as is choosing a provider who can help you check some things off the list. Here are some top tips from seasoned ski trip organiser Chris Elias from John Kyrle High School:

1

Group email

Collect parents' email addresses early and create a group mailing list. This will make it much easier to notify them about meetings, deadlines, departure/arrival times and any last minute changes.

2

In-school communication

When emailing parents and students about the trip, copy in Heads of Year and Tutors so they are aware and can provide support if required.

3

Small groups

At the start of the trip, organise students into smaller groups of around 10 and assign a member of staff to each group. This will ensure students have a 'Team Leader' to go to with any issues (and head counts will be much easier!).

4

Delegate

As Trip Leader, giving accompanying staff clearly identified roles before and during the trip (e.g. coach entertainment) will help ensure that responsibilities are shared across the team. Be clear what you expect from your Rep.

5

Room numbers

At the accommodation, centrally display a list of room numbers for each Team Leader so students know where to go in an emergency.

6

Contact cards

Make these credit card size and give them to students to keep with their lift passes. Include details such as a contact number for the Trip Leader, hotel details and some useful phrases in the local language ("Excuse me, I'm lost. Please call my teacher on this number.").

7

Scenario planning

Run through what the students should do in the unlikely event that they get separated from the group.

8

Contingency cash

It's useful to provide each Team Leader with a small amount of cash in the local currency to cover minor in-resort expenses. Make sure they get receipts!

9

Kit reminders

These can be displayed in students' rooms and on any central noticeboards. Team Leaders can also run through these with their groups each morning to ensure students have weather-appropriate clothing for the day ahead.

10

Coach essentials

Remember to pack DVDs, rubbish bags, wet wipes, sick bags and enough water for the coach journey.

