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| **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 |
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| Teacher signature: | Head signature: |