

Educational Visits/Events Application - costings

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| Visit/Event: | Year 8 Geography Fieldwork Leyland | |
| Date(s) of Visit/Event | Wednesday 16 th November 2022 Wednesday 23 rd November 2022 | |
| Organiser's Name | Mike Weaver | |
| Additional Staff Names | Sophie Taylor Veronica Schofield | |
| EV Policy and financial procedures read and understood | Organiser's Signature: M. Weaver | Date: 2/11/22 |

Base your visit costs on the lowest viable number for travel costs, anything over that number is a bonus and can be re-distributed.

For Foreign residential visits THREE quotations are required and should be attached as evidence.

I have attached THREE quotations as evidence.
Signed: M. Weaver

| Number of Pupils on Visit: | 161 | Cost Per Pupil £ | Total cost for Group £ | Comments from Business Manager |
|--|-----|-----------------------------------|------------------------------|-----------------------------------|
| Accommodation | | | | |
| Admission Fees | | | | |
| Travel MUST be a quotation | | | | |
| Supply @ £160 per teacher per day* | | Lessons to be covered internally. | | |
| Admin charge (note 1) | | | | |
| Contingency (overnight and residential only) | | | | |
| Other eg. Hoodies, insurance, extra curriculum activities (please state) | | | | |
| Less discounts/Free tickets | | | | |
| Total cost | £0 | | £0 | |

***For second and subsequent teachers taken off timetable**

Note 1: (Visit cost per pupil) Up to £25 - 50p; £25.01 to £50 - 75p; £50.01 to £100 - £1; £100.01 to £200 - £2; £200.01 to £400 - £3; £400.01 to £800 - £4; over £800 - £5

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| Costings agreed by SBM: | | Date: |
| Costings agreed by Headteacher: | | Date: |