**COURSE PLANNING SHEET**

Please complete and return to plas\_gwynant@sandwell.gov.uk at least **4 weeks prior to your visit.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group / School Name:** |  | | |
| **Visit Dates** |  | **Number of students:** |  |
| **Visit Leader** |  | **Number of staff:** |  |
| **Visit Leader email/tel:** |  | | |
| **Staff names** |  | | |
| **First Aid trained staff** |  | | |
| **Previous residential experience (staff)** |  | | |

|  |  |
| --- | --- |
| Key objectives / aims of the visit: | |
| 1 |  |
| 2 |  |
| 3 |  |
| What can you tell us about the general dynamics and behaviours of your group? | |
| Are there any emotional or social issues that may affect the young people’s welfare and happiness whilst on the course? Can you include any relevant safeguarding issues you have been made aware of by your school’s DSL that might impact any aspect of the residential visit? | |
| How well do the staff know the young people on the visit? | |
| Other relevant information (events / staff visits etc): | |