

Course Planning Checklist

Please remember these key points (with tick boxes provided) - further details are in the accompanying information sheet for visiting group leaders:

- Book your coach yourself to arrive at the Centre after 2.00pm on the first day and to leave by 10.00am on the last morning, unless you have made a separate arrangement with us. **Pass Centre travel directions to the coach company and advise them not to travel via Kirkstone Pass as this is unsuitable in a large vehicle. The best route is via J36 of the M6.**
- Plan your numbers carefully based on the dormitory plan (max 48 students and 7 adults)
- Return the completed **High Borrans medical forms**, pupil list and bedroom allocation list **no later than 4 weeks** in advance of the course start date
- Remind the students to bring a packed lunch and drink for the journey
- Consider bringing some additional funds
- Read the accompanying information concerning your duties as visiting staff, our duties as centre staff and visiting student duties
- Phone to discuss your course in more detail using the programme outline as a guide, you will be allocated a Course Tutor.
- It is strongly recommended that at least one adult member of the visiting group holds a current one day First Aid certificate. This is relevant to the journey to and from High Borrans and during the evenings and overnight at the Centre.

Thank you for all your hard work and we look forward to you and your group's arrival at High Borrans. We will work to ensure your course fulfils your expectations and to make sure you have the chance to enjoy it too.