

Course organiser

At Oxfordshire Outdoors we will work with you to make your course a success, so first a big thank you for booking with us. To help you we have produced this info sheet, highlighting the key tasks. If you have any concerns, or wish to discuss any aspect of your course please contact the respective centre.

Pre course

- ✓ Ensure you have confirmed your course and your deposit is paid
- ✓ Ensure you ask parents for an 'informed consent' – this means providing as much detail about the course as you can including the activity programme; sleeping arrangements; clothing lists ; coach pick up / returns etc.
- ✓ Collect all payments in advance, the final course invoices are sent before you set off
- ✓ Collate all relevant medical, dietary and other specific information and send the 'e' version of the spreadsheet to the relevant centre
- ✓ Notify and discuss in advance with the centre any specific student (and staff) needs
- ✓ Set specific course aims with your group and send these to the centre
- ✓ Agree a behaviour code
- ✓ Agree programme content with your course director at the centre , this should be designed to meet the needs of your pupils and school aims.
- ✓ Hold a parents evening to explain/confirm course arrangements with parents. Establish how you will keep parents informed of progress
- ✓ Agree within your staff team who is responsible for what during the course (include the journey to and from the centre)
- ✓ Ensure you have appropriate (SMT?) support for the time you set off to the time you return. Have a plan in place for a late return
- ✓ If you are sharing the centre, liaise with the organiser to ensure necessary admin is planned for e.g. bedrooms
- ✓ Ensure you leave full course details with your EVC (or other relevant colleague)
- ✓ Have your consent forms readily available, take them with you

During the course

- ✓ Work with your course director to ensure the course develops how you want it to; make sure it is meeting your aims
- ✓ Monitor student well-being and progress, arrange routine medication. Raise any concerns with your staff and with your course director
- ✓ Monitor behaviour and deal with any issues promptly
- ✓ Oversee your team, maintain morale, make sure they are coping
- ✓ Participate in and contribute to the staff meetings
- ✓ Be the focal point of contact for school, parents and for the centre this is really important for any illness, accidents or safeguarding concerns
- ✓ Keep a log of any issues; complete centre logs e.g. first aid
- ✓ Keep a record of progress, especially the 'breakthrough' moments – photos/video interviews are great for this
- ✓ Arrange for any updates, blogs etc to be completed
- ✓ **CELEBRATE SUCCESSES** with your group and with your staff

After the course

- ✓ Provide parents with a course summary e.g. newsletter; parents evening (delivered by the group?) etc.
- ✓ Ensure all course admin; incident/accident reporting; finance is completed and lost property returnedRECOVER LOST SLEEP!

PLEASE DON'T FORGET TO REBOOK!