



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

Non Residential Educational Visits

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Proposal 20-21

## Approval History

Approved by:	Date of Approval	Version Approved	Comments

## Revision History

Revision Date	Previous Revision Date	REV	Summary of Changes	Changes Marked	Owner / Editor
10/20			Policy created		

## Proposal and Initial Approval Form EV1

The EV1 form should be used for type B and C visits. These visits usually involve a significant financial commitment and/or involve hazardous activities. The purpose of this form is to ascertain whether the Principal and LGB are willing to consent to the visit **before** any financial commitment is made.

Proposed visit to:			
Proposed Date:			
Group:			
Age Range:		No. of Students	
Group Leader: (include qualifications and/ or previous experience of similar if appropriate)			
Additional Staff:			
Purpose of Visit, Educational Objectives:			
Itinerary:			

Existing knowledge of places	
Is an exploratory visit intended?	
Commercial providers to be used	
Name:	
Address and Postcode:	
Telephone No.	
Licence No. (if registered with ALAA)	
Transport Arrangements	
Proposed costs and Arrangements	
Trip Leader	
Name (block capitals)	
Signature:	
Date	
EVC	
I have studied the application and approval is given to proceed with detailed planning and preparation of the visit	
Name (Block Capitals)	Alex Reed
Signature:	
Date	