



The Learning Away schools have developed a series of themed resource packs to help other schools plan and deliver **Brilliant Residentials**.

Find out more at: <http://www.learningaway.org.uk/>

EARLY YEARS RESIDENTIALS: TOP TIPS FOR PLANNING RESIDENTIALS

When planning your residential trip, you'll need to follow your setting's formal procedures and guidelines, and comply with local authority's requirements. The other themed [resources](#) on the Learning Away website offer in-depth and focused guidance, for any school or setting planning a residential. However, the *Lower-cost models* and *Planning tools* resources will be of particular interest to early years settings and KS1 teachers.

The Outdoor Education Advisers' Panel [website](#) has information about your local authority's adviser, off-site activities, and provides national guidance material.

The Top Tips below have been used successfully by schools and settings as part of their informal preparations with children and families.

Research

- Visit before booking a trip.
- The more you know about the place you are going to take the children to, the better time everyone will have.
- Try out activities, check out sleeping, eating, and washroom areas.

Question

- Ask for references.
- Contact other schools that have used the same place and find out what they thought of it.

Inform

- Hold information sessions for staff and for parents.
- Provide opportunities for staff and parents to hear about the proposed trip and ask questions.

Re-visit

- Visit again once the trip is booked.
- Discuss the needs of the group and individual children with the on-site staff.
- Take photographs and videos, collect leaflets, speak to visitors.

Plan

- Hold staff planning meetings.
- Identify tasks, share responsibilities, complete paperwork, work out transport and emergency arrangements.

Promote

- Create displays about the planned trip.
- Share the images and film clips with staff, children, and parents.
- Make a book of photographs to share and talk through with children.

Parents

- Hold an information session for parents.
- As well as inviting parents to an open meeting, also invite them to have an individual meeting with their child's key person where they can ask questions and discuss their child's needs.



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