VenturEd Solutions™

EBOOK

Your school trip manual: To the moon and back!

How to make school trip planning stress-free





The future of school trips is now

School trips can be the highlight of the academic year for students, and whilst they can be a lot of fun for teachers and school staff too, the work they put in the background is tiring and time-consuming. To ensure your whole school gets an enjoyable and memorable experience, we've compiled a comprehensive guide to help you facilitate your processes so that planning is not as stressful as it normally is.

Phase 1: How to market your school trip

Before you even start booking all the elements of your school trip, such as transportation and accommodation, you should get the word out about your upcoming trip. **Clear communication** is the best tip that guarantees engagement, and it will make it easier for you to have rough number to consider when asking around for quotes and booking the services you need.

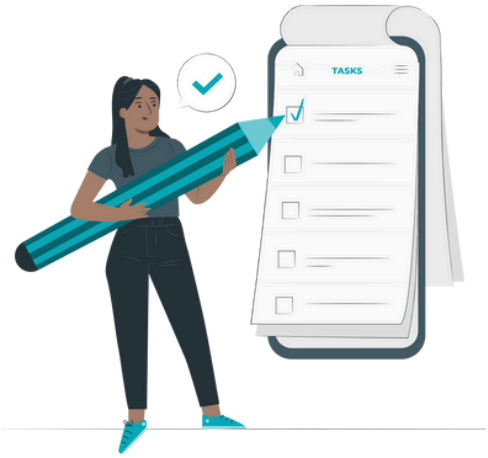
#1 Register interest

We always recommend sending out a **form** well in advance that would act as a register of interest. This way, parents and guardians can let your school know whether or not they'd like their children to participate.

For example, if you'd like to go to a museum and 52 people have registered their interest, the museum staff can give you an approximate cost bracket. Remember these numbers aren't final, they are just for you to use as guidance. When you have finalised the details of your trip, families' circumstances may have changed.



#2 Gather all relevant information



Before you announce the trip details and ask parents to make payment, make sure you have all the relevant information. It's important that you don't miss anything out.

This will allow you to communicate this information to families all at once, and also make them less likely to contact your school asking questions.

Along with the dates and destination of your trip, a good idea would be to make families aware of the planned itinerary (including times of travel if you can), the location of the hotel or other accommodation, what you'd recommend the children to pack, and any information about meals.

If you're planning to take the pupils somewhere where food will be served, don't forget to ask parents and guardians for any dietary requirements you should be aware of.

#3 Share your itinerary with families

Once you're confident about the plan and you have all the information you need, it's time to send it off to parents and carers. As it's most likely going to be a lengthy announcement, we recommend sending out an email with attachments. Alternatively, publish your itinerary on your **school website,** and notify families by sending out a text message with a link to your webpage.



These two methods are the way to go as you won't struggle with a character limit and parents and carers can always look back to your email or website multiple times as they'll know where to find it.

#4 Send reminders

Remember some parents and guardians can be very busy and sometimes forgetful. After you've sent out the announcement for your upcoming school trip, it's a good idea to **send one or two reminders** just in case someone

missed the first communication or forgot about it. If you send out a weekly newsletter, you can include a section on it dedicated to your trip.

We can support your communications

Our product hive contains solutions for all your engagement needs!

Find out more



Phase 2: How to plan your trip digitally

There is a lot of behind the scenes work that can be extremely time consuming for staff that comes after the marketing process and getting the word out, especially when having to centralise all bookings and details in one place.

Relying on a digital platform to plan a school trip can be just as effective as **an extra admin staff member at your school**, if not more. Along with reducing costs, a digital tool takes a lot less time than a human would when it comes to gathering information, compiling it, and delivering it to parents and carers.

Why booking online is easier

In this day and age, we can buy anything online: clothes, food, furniture, gifts, all with near immediate delivery. Offering online booking and payment for your school trip means giving parents and carers the same benefit of immediacy.

Think about it: this process eliminates the risky mission of giving children a paper slip to deliver to their parents just to let them know about the trip, not to mention the process of parents actually making the payment.



How does it work?

All you have to do to add a new trip on our school payments platform is...

Step 1: Add all the relevant information (destination, dates, times, group leader...)

Step 2: Add the cost and payment information

Step 3: Limit the places available

Step 4: Allow parents and carers to book

Step 5: Generate booking reports

The reports you can easily generate with our platform will facilitate processes for your staff when booking accommodation and transport and having to provide student names and details. You can also print off the attendee report for your group leader to check attendance during the trip.

Parental view

From a parent's point of view, having all the information they need on a handy app, available for them to look back on, is way more convenient than collecting multiple paper slips and having to return them to teachers once signed.

Our software allows parents and carers to add the school trip dates to their personal calendar. They can also choose whether to pay the fee in one go or in instalments; this way, the service becomes more accessible and accommodates everyone by giving more options.

Phase 3: How to take payment

Collecting payment is undeniably the most stressful and time-consuming part of a school trip initiative. There are many factors to this, most of them relating to cash payments. In a digital world, cash payments are outdated, with most people preferring credit or debit card transactions or bank transfers.

Asking parents and guardians to submit a cash payment causes delays: think about the time it takes for a parent to remember to go to an ATM to collect cash, give it to their child, and trust the child to deliver it all to school. This can also cause coins and notes going missing throughout the child's journey to school, ripping, or being forgotten about.

Not to mention the risks of keeping large amounts of cash on the school premises, the reports (most likely on paper) to keep track of who has paid and who hasn't, the need to cash cheques or to take cash to the bank, etc.

These outdated processes end up being a huge responsibility for multiple stakeholders, including the pupils most of the time.



The solution

Using an online payments system to control the payments for your upcoming trip solves a lot of these issues.

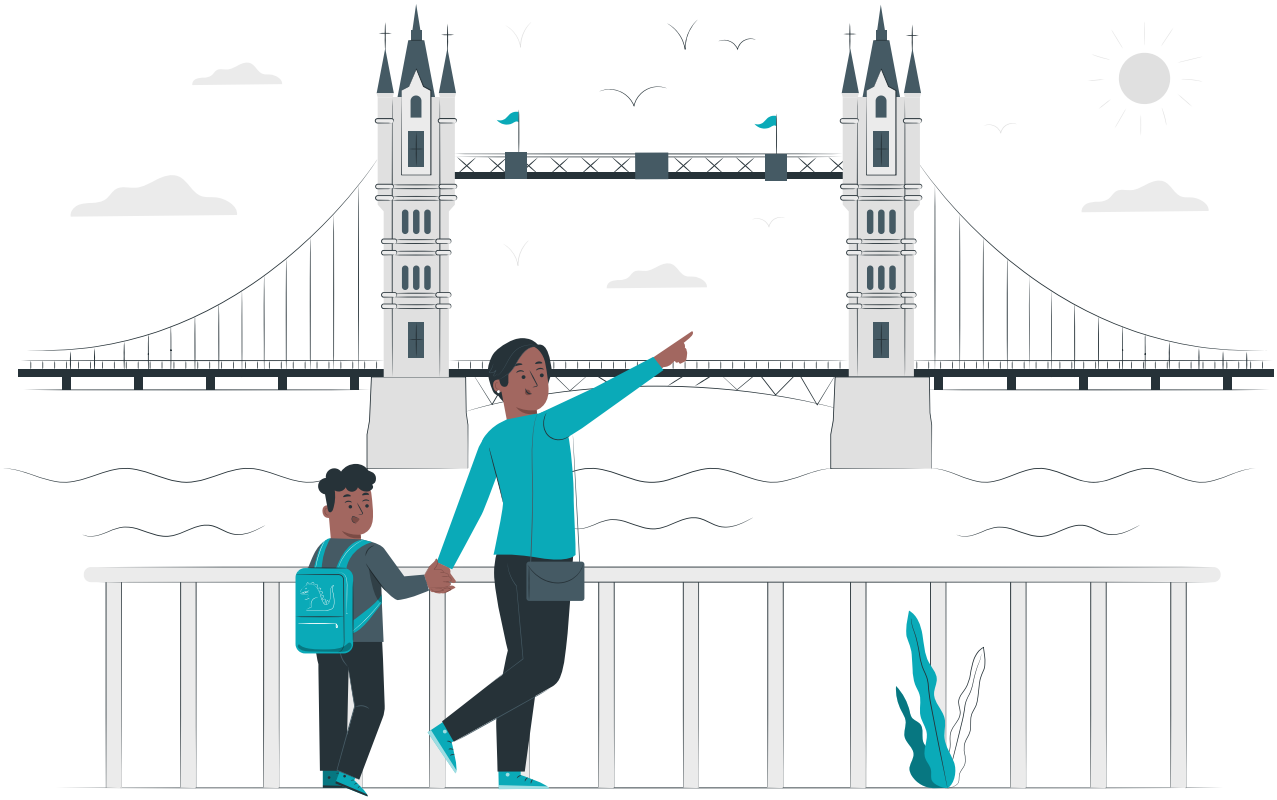
The most impactful benefit is definitely the amount of time it saves for both parents and school staff: parents and carers are able to submit a payment using their card, Apple Pay, or Google Pay. Their payments are securely transferred to the school, enabling your staff to save time they'd normally spend counting the cash and taking it to the bank.

With our online payments platform, your staff is able to chase payments if parents and carers are late or forgot to submit it. The platform also provides automated reports for you to easily check who has and hasn't paid.

Our top tip is that once you've finalised all payments, you export the booking report, print it off, and use it as an attendance sheet during your school trip.

When you think about investing in an online payments solution, think about the benefits it will bring to your school, but especially the ones for parents and carers too. Instalments are available on our system to allow families to break down bigger payments into more manageable chunks.

Keeping your school cashless doesn't mean that parents are no longer allowed to pay using cash. Our platform integrates with PayPoint, which has more than 28,000 locations in the UK, where parents can top up their children's account using cash. This way, your school is still cashless, and payments are easy for everybody.



Phase 4: Enjoy your trip!

Now you've learned how to effectively market your trip, set it up on your digital platform, and collect payments quickly and securely, it's time to pack your bags and get ready to enjoy a memorable experience with your students!

SchoolMoney

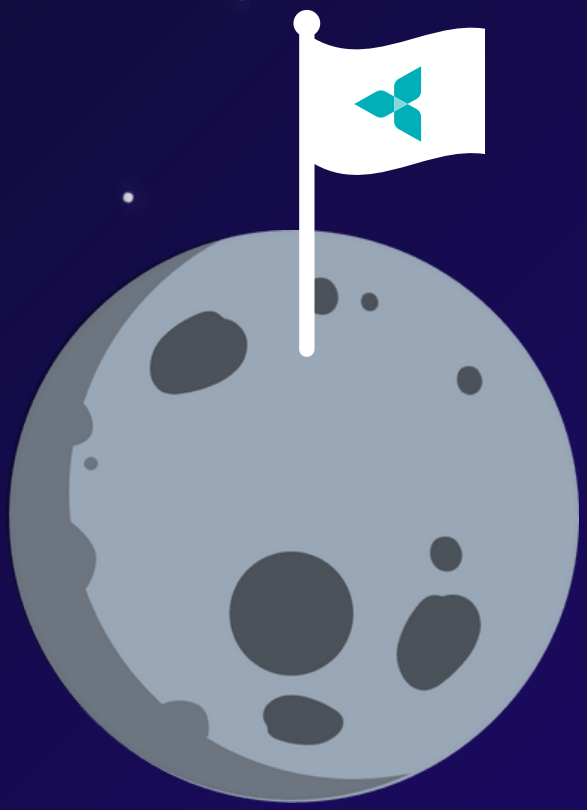
Click here for more!

Collect payments all in one place with no hassle. SchoolMoney is quick to learn, easy to use, and integrates with your school communications tools.

WisePay

Click here for more!

Powerful, flexible, and designed around you. Go fully cashless, streamline your operations, and generate higher school income with WisePay.



Let’s plan your best trip yet, together

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