

Residential Visit Timeline

STEP

1

- Confirm and pay a deposit to secure your preferred date via the residential booking form.
- Discuss Programme preferences.
- Arrange for a staff visit to answer any pupil/parent questions.

2

6 Weeks Before Visit

- Confirm number of attendees to include visiting staff, sign and return hire agreement. Send via email to:

outdooradventures@monmouthshire.gov.uk

3

4 Weeks Before Visit

- Invoice will be generated based on agreed number of attendees.
- Complete and return the confidential client form to highlight any medical requirements of the participants and visiting staff.
- Complete and return the lunch order for participants and visiting staff, highlighting any dietary or medical requirements. This will help us to accommodate everybody on your visit.
- Upon receipt of confidential form and lunch order programme will be confirmed.

4

2 Weeks Before Visit

- Email us to check all is in place and to answer any questions in advance of your arrival day.

outdooradventures@monmouthshire.gov.uk

Llinell amser Ymweliadau Preswyl

Cam

1

- Cadarnhewch a thalwch flaendal i sicrhau eich dyddiad dewisol trwy'r ffurflen archebu preswyl.
- Trafodwch eich dewisiadau rhaglen.
- Trefnwch ymweliad staff i ateb unrhyw gwestiynau gan ddisgybl/rhiant.

2

6 Wythnos Cyn Ymweliad

- Cadarnhewch nifer y mynychwyr i gynnwys staff ymweld, yna llofnodwch a dychwelwch y cytundeb llogi. Ebst:

outdooradventures@monmouthshire.gov.uk

3

4 Wythnos Cyn Ymweliad

- Bydd anfoneb yn cael ei chynhyrchu yn seiliedig ar nifer y mynychwyr y cytunwyd arnynt.
- Cwblhewch a dychwelwch y ffurflen cleient gyfrinachol i dynnu sylw at unrhyw ofynion meddygol y cyfranogwyr a'r staff sy'n ymweld.
- Cwblhewch a dychwelwch yr archeb ginio ar gyfer cyfranogwyr a staff sy'n ymweld, gan dynnu sylw at unrhyw ofynion deietegol neu feddygol. Bydd hyn yn ein helpu i ddarparu ar gyfer pawb ar eich ymweliad.
- Ar ôl derbyn y ffurflen gyfrinachol ac archeb ginio, caiff y rhaglen ei gadarnhau.

4

2 Wythnos Cyn Ymweliad

- Anfonwch e-bost atom i wirio bod popeth yn ei le ac i ateb unrhyw gwestiynau cyn eich diwrnod cyrraedd.

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