



Alderman Peel High School



Non-Calendar Event Proposal

Name:	
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Date of Submission:	
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Nature of event:	(✓)
Educational Trip/Visit Proposal	
Students out of lessons	
Meeting/other professional activity	
Request for CPD/INSET	
Other: _____	

Details:	
Proposed date(s):	
Proposed venue:	
Year Group(s):	
Number of students:	
Staff Involved: (e.g. MHA)	

Please attach a list of students.

Title of Event:		Costs: (Cover @ £200/day)
Please state how this links to school curriculum/SIDP/FDP/Appraisal Targets and in the event of a CPD request please attach a booking form/INSET details for booking purposes.		Course:
		Travel:
		Cover:
		Other:

Cover requirements	Before	Reg	P1	P2	Break	P3	Lunch	P4	P5	After
Time of absence										
Period(s) requiring cover?										
Duties requiring cover?*										

*Please make your own arrangements for swapping/covering duty commitments

Additional Costs? (Budget?)	
Admin support required?	
Site staff support required?	
Calendar checked?	Cover Available? Yes / No



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Impact on lessons or other calendared events?	
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Signed by HoD/DoL		Date:	
Signed by Leadership Link		Date:	
Date approved:		On calendar (✓)	

Form returned because:	No reference to SDP/FDP/App		No HOD/DOL signature		Purpose of event not given		Form not completed	
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Proposals must be submitted to Berni Bracken for consideration at least two Thursdays before the week of the proposed event (i.e. more than two weeks in advance)