



Alderman Peel High School



Non-Calendared Event Proposal

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

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

See flowchart overleaf

Please attach a list of students.

Title of Event:		Costs: (Cover @ £200/day)
<p>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.</p>		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

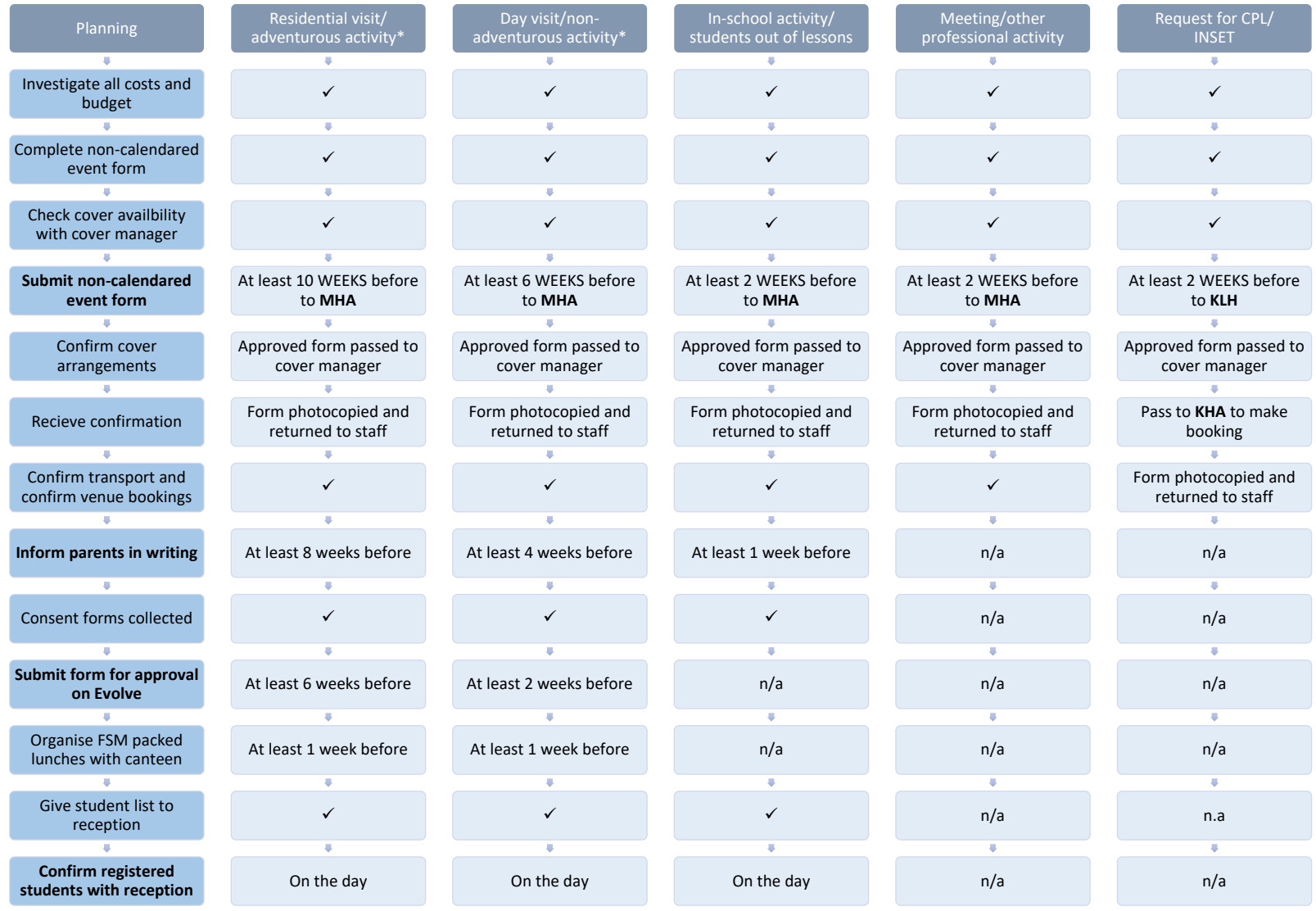
Additional Costs? (Budget?)	
Admin support required?	
Site staff support required?	
Calendar checked?	Cover Available?
Impact on lessons or other calendared events?	

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 MHA for consideration in accordance with the timescales outlined on the page overleaf. All submitted forms are considered at 2:00pm each Thursday.

Event Planning Flowchart and Timescales



* high cost activities should be planned well in advance to allow parents time for financial planning. The timescales laid out in this document are only minimum timescales for the approval of trips and actual planning should be significantly ahead of this.