



# Educational travel

## pressure points timeline



### Children meeting at school

Check everyone, including the coach/transfer company, is aware of the exact meeting point, and keep a little contingency time for any latecomers



### Transfer pick up from airport

Ensure your tour operator has arranged a suitable meeting point with your transfer at the other end



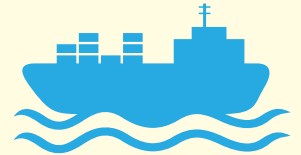
### Airport check-in

We recommend including an airport meet and greet in your trip who will help guide you around the airport



### Ferry check-in

Be ready with all the passports and paperwork before you get to the port



### Coach travel service station stops

Have a clear meeting point and make sure children are aware of the time allowed at each stop



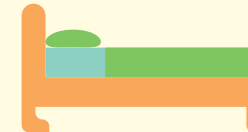
### Travel sickness

Do any of the children get travel sick? We recommend you check before boarding your chosen method of transport



### Bed time

Ensure everyone is being quiet at the set time - why not offer a prize to the quietest room? And where possible check the children are asleep



### Breakfast time

Set a clear meeting time and take a head count to check all children are present. Carry a copy of the rooming list to make sure you don't miss anyone



### Visiting attractions

Make sure you have all of your visit vouchers with you



### Using public transport

Check you have all maps with you before you set off. And be aware of public transport procedures – in Berlin, for example, you must stamp your train ticket to validate it before you use it



### Checking out of the hotel

Make sure all rooms have been checked so nothing is left behind i.e. phones, cameras, laptops, iPads and most importantly passports!!



### TOP TIP:

**Book with a tour operator that offers a 24 hour helpline and is able to give an immediate response if any situation arises**

