



CHECKLIST FOR SCHOOLS

CHECKLIST		YES/ NO
1	Booking Confirmation received from schools@manlysurfschool.com containing the following documents: <ul style="list-style-type: none"> ▪ Indemnity Forms ▪ Manly Surf School's Risk Assessment ▪ Manly Surf School's Public Liabilities Insurance 	If no, please contact us immediately.
THE WEEK BEFORE YOUR BOOKING:		
2	Manly Surf School & school touch base to see how numbers are tracking.	
3	Note any special needs pupils and make arrangements to accommodate if necessary.	
4	Reminder to ensure Indemnities have been signed and collected.	
5	Special requests for clubhouses, group sizes to be finalized.	
6	Invoices sent out upon confirmation of final numbers	
DAY BEFORE YOUR BOOKING		
7	Final Numbers to be sent via email to Manly Surf School by 11am .	
8	Any details finalized for the booking by 11am via email.	
9	Manly Surf School send out final invoice based on headcount received. Note: absentees not refunded on the day.	
DAY OF YOUR BOOKING		
10	Bring along the signed copies of the Indemnities.	
11	Reminder about sunscreen.	
12	Head Teacher to keep the mobile phone handy on the bus in case of a location change or cancellation due to conditions.	
13	Meet Head Coach at the beach on arrival for quick discussion about conditions and if lesson plan needs to be altered to suit.	

