



## CHECKLIST FOR SCHOOLS

CHECKLIST		YES/ NO
1	Receive booking email received from info@gosurf.com.au containing the following documents: <ul style="list-style-type: none"> <li>▪ Booking Sheet</li> <li>▪ Indemnity Forms</li> <li>▪ Go Surf School's Risk Assessment</li> <li>▪ Go Surf School's Public Liability</li> </ul>	If no, please contact us immediately.
2	Return Booking Sheet to Go Surf via email to confirm your booking.	
<b>14 DAYS BEFORE YOUR BOOKING:</b>		
3	Final numbers to be sent via email to Go Surf School	
4	Note any <b>special needs pupils</b> and make arrangements to accommodate if necessary.	
5	Reminder to ensure <b>Indemnities</b> have been signed and collected.	
6	Special requests for group sizes to be finalized.	
7	Go Surf School send out invoice based on final numbers received. Note: absentees on the day will not be refunded.	
<b>4 DAYS BEFORE YOUR BOOKING</b>		
8	Go Surf to assess weather forecast and notify of any possible changes.	
9	Confirm lesson meeting location with Go Surf	
10	Finalize any details for the booking by via email.	
<b>DAY OF YOUR BOOKING</b>		
11	Ask students to wear their swimmers under their clothes.	
12	Bring along the signed copies of the Indemnities.	
13	Reminder about sunscreen.	
14	Head Teacher to keep the mobile phone handy on the bus in case of a location change or cancellation due to conditions.	
15	Meet Head Coach on arrival for quick discussion about conditions and if lesson plan needs to be altered to suit.	
16	Notify Go Surf staff of any relevant medical issues or if anyone can't swim, prior to the start of the lesson.	