



GUIDE FOR SCHOOLS BOOKING WITH GO SURF SCHOOL

Thanks for Booking with Go Surf School!

Please read the information below for a guideline of what may happen in the run up to your booking date with us, as well as what may happen on the day of the booking. Please see the **Schools Checklist** for a summary of the information below:

AT THE TIME OF BOOKING:

You should have received a **booking** email from info@gosurf.com.au at the time of booking which contains the following documentation:

1. Booking Sheet. Please fill in and return this form via email to confirm your booking.
2. Our Indemnity Forms which will need to be filled out by a parent/ guardian prior to the booking date and brought along to the lesson. Please hand the originals to the head instructor and notify of any medical issues or kids that can't swim.
3. Go Surf School's Risk Assessment
4. Go Surf School's insurance Certificate of Currency.

If you have not received this email – please let us know as soon as possible. Please note that invoices will be sent once numbers have been finalized.

14 DAYS BEFORE YOUR BOOKING DATE:

Numbers:

Please let Go Surf know your finalised numbers so we can plan staff and equipment for your lesson.

Special Requests:

If you have any special requests please let us know at least 14 days prior to the lesson. Go Surf School will endeavour to accommodate for any special requests made by our schools for lessons, group sizes, etc. However, as we are dealing with the ocean and natural elements, we may need to be flexible and adapt lesson plans according to conditions on the day.

Special Needs Students:

Please let us know about your special needs students prior to your booking date so we can accommodate these students as best we can.

Minimum and Maximum Numbers:

The minimum numbers required to run a surf lesson for a school is 8 participants in Port Fairy, 14 participants in Warrnambool & Cape Bridgewater, and 6 participants for Stand-Up Paddle in Port Fairy. We can accommodate large group numbers for surf and a max of 16 at a time for SUP/Giant Sup combination lessons.

Invoices:

Once numbers have been finalized, you will receive your invoice via email. All prices quote are inclusive of GST. Please can payment be made as per the invoice instruction. Absentees on the day will not be refunded.

4 DAYS BEFORE YOUR BOOKING DATE:

Weather: Go Surf will assess the weather forecast and notify of any possible changes and will confirm meeting location.

THE DAY OF YOUR BOOKING:

Wet Weather: We don't cancel a lesson if it's raining as conditions can often be great for beginners in rainy conditions. We will only cancel if we deem conditions unsafe or lifeguards have closed the beach. This is very rare.

What to Wear:

Ask students to wear their swimmers under their clothes. There is often no access to change rooms at our locations.

Sun Safety:

There is little to no shade on the beach and sun safety is an important factor when working in the elements. Please remind all participants to apply sunscreen prior to the lesson.

Communications:

Please can you keep your mobile phones handy on the bus on route to your lesson. We may send a text to you advising of a location change or a cancellation.

When you arrive:

Our Head Instructor's will touch base with you upon arrival to advise of conditions and how the lesson may have to be adapted to suit, and generally how the lesson will run that day.

Please can you bring along the signed Indemnity forms to hand to our instructors. Notify Go Surf staff of any relevant medical issues or if anyone can't swim, prior to the start of the lesson.

During the lesson:

Conditions can change without warning, our Head Instructors are able to adapt their lessons accordingly and will be in communication with teachers as the need arises.