

LEAD TEACHER CHECKLIST

IMPORTANT: Please ensure THE TEACHER VISITING on the trip and the PERSON PAYING FOR YOUR TRIP has this checklist ASAP!

BEFORE I PAY

- Check the booking confirmation:** We will prepare for your trip based on the details of your booking confirmation email. **Please make sure it's correct before payment.** If anything needs amending, please call 0871 282 5126* or email TPschools@thorpe-park.co.uk.
- Organise any extras:** Have you considered adding lunch or anything from our retail shops to your booking? School receive exclusive discount. See for yourself by clicking [here](#).
- Make payment at least 10 working days before your trip (14 days):** You can pay by calling 0871 282 5123*; by BACS download your BACS form [here](#) or by postal cheque to THORPE PARK Resort, PO Box 170, Chessington, Surrey, KT9 9AF. **Please note:** If payment is not received in this time, you may lose your workshops allocation and even be declined entry at the gate.

P.S. If you need to cancel your booking for any reason, please email TPschools@thorpe-park.co.uk so that we can release your tickets for another school to use.

BEFORE MY VISIT

- Resources:** Download your free risk assessment and public liability document by visiting our 'Planning' page [here](#). Also, check out our free downloadable resources on online by click [here](#).
- Planning visit:** Plan a date with your school to conduct a planning trip visit. You can collect two free planning tickets at the Island Ticket Centre **after payment has been received for your trip.**
- Check opening times:** Make sure you are arriving on time. Check out open times by [clicking here](#).
- Check parking and directions:** Find your way by [clicking here](#).
- What you need to bring:** Make sure you have your paid booking confirmation email with you containing the booking reference number for collection of your tickets. All tickets are now 'Collect at attraction' only due to posting problems in the past. We now have a dedicated School Ticket Collection point located **next to** the Island Ticket Centre for quick and efficient entry for your group.

AFTER MY VISIT

- VAT:** Call 0871 282 5126* to request trip VAT receipt if required. This will be posted out to you within a few days.
- Feedback:** Give feedback of your experiences by emailing the Education Team!

If you require further information, please check the [FAQ's](#).

*Calls will be charged from 13p per minute plus network extras.

