

# Glendower Prep School

## Educational Visit Form

# E

### Information for other staff

*(Please provide this information for all staff who teach specialist lessons. Also, one copy onto staffroom notice board).*

*Also, this form should be used by specialist teachers to inform class teachers/subject teachers that they will not be available for lessons as a result of a trip*

Please inform any other members of staff who will be affected by the trip – eg. Music, French, Drama and P.E. teachers.

Name of teacher:

Year \_\_\_\_\_ will not be available for your lesson

On (date):

Signed:

---

*(For specialist teachers to inform other teaching staff)*

I will be on a school trip on \_\_\_\_\_ and therefore  
will be unavailable to teach \_\_\_\_\_ on that day.

Signed: \_\_\_\_\_