



# Crucial Crew 2018

The Rotary Club of Sudbury



## Action Plan & Check List :

### Before the end of March :

- download and read through the 'Teachers Information Pack' available from the Crucial Crew website ([www.sudburycrucialcrew.co.uk](http://www.sudburycrucialcrew.co.uk))
- check transport booked to arrive for start at 0900 for morning or 1245 for afternoon session
- confirm parents notified of visit
- confirm suitable dress advised if necessary to parents (see 'Safety & Security' section of the 'Teachers Information Pack')
- check sufficient badges in pack (see page-4 of the 'Teachers Information Pack' for action if not)

### During the two weeks before Crucial Crew :

- download and read through the 'Teachers Information Pack' available from the Crucial Crew website if not already done ([www.sudburycrucialcrew.co.uk](http://www.sudburycrucialcrew.co.uk))
- **e-mail us with a mobile contact number for one of the staff bringing the children**
- **advise us of any known issues with your youngsters** due to any previous trauma related experience (see page-4 of the Teachers Information Pack)
- **advise us of any mobility problems** with stairs for any of your youngsters
- check names written onto badges
- note which groups have youngsters who cannot be photographed (see page-5 of the Teachers Information Pack)

### On the day :

- **If you are running late, please telephone to advise us on 0750 601 2291**
- pupils should be wearing badges on arrival
- all teachers should wear or have proof of their identity with them
- advise which groups have youngsters who cannot be photographed

Thank you, and we hope that you and your pupils will enjoy your visit to Crucial Crew.