



CHECKLIST FOR SCHOOLS

1	<p>Booking confirmation received from info@wellingtonsurflessons.co.nz containing links to following documents:</p> <ul style="list-style-type: none"> • Link to Booking Form • Link to a page with downloadable Risk Assessment Sheets for your chosen location & a Waiver link to be filled out by each attendee. 	If no, please contact us immediately.
THE WEEK BEFORE YOUR BOOKING		
2	School to touch base with us to see how numbers are tracking.	
3	Digital wavers must be sent to students from teachers.	
DAY BEFORE YOUR BOOKING		
4	Final Numbers to be sent via email to Wellington Surf Lessons by 11am.	
5	Any details finalised for the booking by 11am via email.	
6	Location for Surf lesson is finalised.	
7	Remind students to bring their own wetsuit if possible, to save time on the day.	
DAY OF YOUR BOOKING		
8	Bring along a list of the names of the students.	
9	Reminder about sunscreen and girls please be sure to arrive with your swim suits already on under your clothes as there will be no proper changing rooms at the beach.	
10	Head Teacher to keep the mobile phone handy in case of a location change or cancellation due to conditions.	
LOCATION		
11	Meet Head Coach at the beach on arrival for quick discussion about conditions and if lesson plan needs to be altered to suit.	
WHAT TO BRING		
12	<p>Togs Towel Sun Screen Warm dry clothes to put on afterwards Swim wear</p>	
Please feel free to message me at any point 0211764073		



GUIDE FOR SCHOOLS BOOKED WITH WELLINGTON SURF LESSONS:

Thanks for Booking with Wellington Surf Lessons!

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 confirmation via email from info@wellingtonsurflessons.co.nz at the time of booking which contains the following documentation:

1. A link to our schools booking form which will need to be filled out by a the teacher ASAP to secure your booking.
2. A link to a page with downloadable Risk Assessment Sheets for your chosen location & a Waiver link to be filled out by each attendee.

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.

THE WEEK BEFORE YOUR BOOKING DATE:

About Equipment:

Surfing: All equipment will be provided on the day, however we do recommend if there are students attending which have their own wetsuits to please bring them as this will speed up the process.

Skating: All equipment will be provided on the day, however we do recommend if there are students attending which have their own helmets and pads to please bring them as this will speed up the process of finding the right fit. Equipment required for our surf-skate classes are helmet, knee and elbow pads and wrist guards.

Numbers:

Wellington Surf Lessons will be in touch to see how your numbers are tracking so we can start planning staff and equipment for your lesson.

Special Needs Students:

Please let us know about your special needs students at least a week 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.

Wellington Surf Lessons has a restriction of 72 students per day, done in three groups of 24.

Invoices:

Once numbers have been finalized, you will receive your invoice via email.

Please can payment be made as per the invoice instruction.

Absentees on the day will not be refunded.



021 • 176 • 4073

INFO@WELLINGTONSURFLESSONS.CO.NZ

WWW.WELLINGTONSURFLESSONS.CO.NZ





THE DAY BEFORE YOUR BOOKING DATE:

Final Headcount: Please advise Wellington Surf Lessons of your final numbers via email before 11am. This ensures we have enough time to organise staff and equipment for your lesson.

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.

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 and reapply during the course of the lesson.

Communications:

Please can you keep your mobile phones handy 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.

During the lesson:

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

After the lesson:

If you have any feedback – we would love to hear it! Please email us at info@wellingtonsurflessons.co.nz

CANCELLATION POLICY:

A non-refundable deposit of 20% of the booking fee must be made to secure the booking. If we cancel the class due to the surf/weather conditions not being safe, then a full refund of the deposit will be made.



☎ 021 · 176 · 4073

✉ [INFO@WELLINGTONSURFLESSONS.CO.NZ](mailto:info@wellingtonsurflessons.co.nz)

🌐 WWW.WELLINGTONSURFLESSONS.CO.NZ

