

Appendix 5

- 1) **Procedure for trips including oversubscribed** The letter should be sent out by SIMs in-touch and a hard copy to all the agreed cohort, on the same date;
- 2) It should be made clear that reply slips with the required deposit by Parentmail, cash or cheque, or PP request, will be accepted within a clear time-scale: with a set period for return between the day after the message/letter has been sent out and a set date for the deadline of when replies will be accepted (say 5 working days)
- 3) This process should also be made clear in the letter:
 - ✓ by referring to the Offsite Policy;
 - ✓ the right to remove a student from the list if there are issues with their behaviour;
 - ✓ that slips must be handed in to Main Reception;
 - ✓ that a deposit by Parentmail, cash or cheque or PP request in writing should accompany the slip.
- 4) Main Reception must write on each reply slip the date received and by whom;
- 5) Finance Office/EVC will collect the reply slips and the day after the deadline date, count the responses;
- 6) If the trip is over-subscribed at this point, the names will be selected at random 'from a hat' until the allocated number is reached. The trip leader will then go through the student names drawn and check for behaviour issues on SIMs. The rest of the names will continue to be picked to form a waiting list;
- 7) Every child who returns a slip within the timescale will have an equal chance of selection, unless there have been behaviour issues and sanctions that have not resulted in improvement to the student's behaviour;
- 8) The HOY/KS Assistant Head and trip leader to review any students with behaviour issues. If there are students on the list with behaviour concerns, these will need to be addressed between these staff, and may require a meeting with the parents if it is agreed that the student should not attend the trip due to their behaviour;
- 9) When a student is removed from the list, the next person on the waiting list should then be contacted and offered a place on the trip.