

Appendix 5

Procedure for allocating places on trips, including when over-subscribed

- 1) The letter launching a trip should be sent out by SIMs In-Touch, with a hard copy given to all the agreed cohort on the same date.
- 2) It should be made clear that replies, together with the required deposit by ParentMail, cash or cheque (or a hardship PP request), will be accepted only within a clear time-scale. A deadline date/time must be clearly stated.
- 3) Parents should be advised in the letter that any reply slips should be handed in to Main Reception. On receipt, Main Reception must write on each reply the date and time of receipt.
- 4) The launch letter must make it clear that the school reserves the right to not allocate a place on the trip to a student if there are issues with their behaviour.
- 5) The Finance Office will collect any reply slips from Main Reception. After the deadline date/time, responses will be counted including those submitted electronically via ParentMail. Replies will only be included in this count if a medical form has been completed, any required response slip has been completed, and the required payment made (or a successful request for financial support submitted).
- 6) If the trip is over-subscribed at this point, places will be allocated on the trip by random selection. Names will be selected at random 'from a hat' until the maximum number for the trip is reached. Every student for whom a compliant reply has been received will have an equal chance of selection. A reply is compliant only if all the required forms and payment (or successful request for financial support) have been submitted.
- 7) The initial list of students for the trip will be passed to the trip leader, SENCO and Head of Year to review. They will go through the student names drawn and check for behaviour issues or any other reason why a student may not be suitable for the trip. The rest of the names will form a reserve list.
- 8) If there are students on the list with behaviour or other concerns, these will need to be addressed by the SENCO, HOY or KS Assistant Head. This may require a meeting with the parents if it is agreed that the student should not attend the trip.
- 9) When a student is removed from the trip list, a replacement will be randomly selected by the Finance Team, from those students still on the waiting list.
- 10) The review process outlined in points (7) and (8) above will be carried out for every trip, not just those that are over-subscribed.