



17 January 2018

Dear Parent / Carer

This letter is to provide you with some important information regarding trips and visits at Brune Park Community School.

The Governors, the Off-Site Visits Committee, teaching and support staff all believe that off-site visits and learning outside the classroom can supplement and enhance the curriculum of the school by providing learning experiences which would otherwise be impossible. All off-site activities and learning outside the classroom will generally serve an educational purpose, enhancing and enriching learning experiences.

In order to move towards a selection process for trips that is as fair as possible for all students and that is aligned for both secondary schools in the Gosport and Fareham Multi-Academy Trust, Brune Park Community School will be adopting a 'drawn from the hat' selection method.

Therefore, for any educational visit you can expect to receive an initial letter asking for interest in the trip, with a reply window but this letter will not ask for payment.

If a trip is oversubscribed, then, for all of those that have registered interest, names will be 'drawn from a hat' to select students to have the opportunity to attend with all other names making up the reserve list.

A second letter will be sent to either confirm that your child has a place on the trip, asking for an initial deposit payment and any forms to be completed, or to advise that they are on the reserve list.

Subsequently, should a place become available then another 'draw from the hat' pick will be undertaken to select a replacement from the reserve list. If your child is successful in gaining an opportunity to attend the trip you will be notified to confirm your interest and to complete the relevant paperwork.

In addition we would like to remind everyone that participation in school trips is dependent on the agreement of the parent and carers and will be subject to the conditions and information set out below.

- a) That the code of conduct currently in place at Brune Park Community School, will be used during the trip.
- b) That there may be certain academic and/or behavioural requirements for participation in any educational visit and that all students must meet these requirements to take part in school trips.
- c) If the student fails to demonstrate a true commitment to their school work or personal development, their position on a trip may be reviewed.
- d) All deposits are non-refundable, unless the trip is cancelled by the school.

- e) Parents and carers will need to adhere to the payment schedule as detailed in the trip correspondence and failure to make payments could result in a student being withdrawn from the trip.
- f) Should a student be withdrawn from a trip, any payments already made, may not be fully refunded, unless the withdrawal is due to medical reasons which are supported by a medical report.
- g) Should the student be withdrawn from the trip within 8 weeks of departure, parents and carers could still be liable for the full cost of the trip.
- h) Parents and carers will agree to keep the school updated with any changes to the emergency contact telephone numbers or the student's medical information.
- i) Parents and carers agree to return all paperwork completed in full and by the set deadlines.
- j) That it is the student's responsibility to catch up on any work missed due to attending any educational visit.

We should like to thank you for taking the time to read this important information regarding school trips.

Yours sincerely



Dr D Hall
Associate Headteacher



Dr P Rossevens
Educational Visits Coordinator