



Guidance on Residential visits abroad and at home

We try to ensure that every child has the opportunity to attend a residential visit whilst at Honywood School and over the years have tried different processes to make it fair.

How do we offer places?

We will write to all families who are eligible for the residential trip:

Cohort trips

All families would receive a letter. We would then open the payment system to allow families to make the initial non refundable deposit to secure their place. A deadline will be given to families for this payment to be made so that we may then confirm numbers with the tour operator. They then release any places no longer required. Should a family then request place on the trip, after the surplus places have been released, they would be placed on a waiting list.

Subject specific and limited space trips

Where there are limited spaces available, families will be given the opportunity to complete an Expression of Interest form for their child. This does not guarantee a place, but allows us to determine which families are interested in their child attending and to know who to contact with the outcome, whether it is an offer or a place on the waiting list.

We will then look at the interest and determine the number of learners to accommodate on the trip and work with the tour operator to make a booking. Allowances have to be made for the number of staff we would need to run the trip, cost and allow for learners who will not take up the offer if made. Once we have made a booking the school is then liable for the places booked.

For limited space trips, once the deadline has passed for the Expression of Interest, we then use a computer randomiser to rank the learners who have expressed an interest. For subject specific trips, learners taking the GCSE subject will be ranked first.

Should the number that expressed an interest exceed the spaces available, a waiting list will then be held. As learners refuse their place or default on payments, we will then return to the waiting list to offer the next learner.

Payments

For all residential trips, we will ask for an initial deposit which is non-refundable. This is determined by the tour operator, not the school. Families are given a payment schedule which allows us to make payments when required under our terms of booking to the tour operator. Reminders will be sent to families, but we ask that you make a note to ensure payments are made on time. Should families be experiencing difficulties in making a payment by the deadline, please contact trips@honywoodschoo.com to discuss an extension. All payments must be made in advance of departure unless an extended plan has been agreed with the school. Failure to complete the payments may put your child's place at risk.

Passports

Passports (and GHIC cards) must be submitted to the school at the Pre Visit meeting (two weeks before the trip). It is the family's responsibility to ensure that a valid passport is available for collection at this event, with a minimum of 6 months on the passport. We are required to submit passport details to the tour operator in advance of departure. Failure to submit the passport could result in your child being removed from the trip with no refund available.



Withdrawal from residential trips

If a family decides to withdraw their child from the trip, refunds are in line with the terms and conditions of the tour operator. A link to the terms and conditions will be included in the initial trip letter. Effectively, the closer to the trip, the amount of refund lessens as the tour operator will have paid accommodation and transport on your behalf. *(If we are able to replace your child with a child from the waiting list, we may be able to refund payments made, except for the non refundable deposit.)*

Should your child withdraw due to ill health, medical evidence must be provided so that the school can submit an insurance claim on your behalf to recoup the cost of the trip through our insurance provider, Zurich.

Should your child be removed from the trip by the school due to behaviour, the terms and conditions would apply, refunds on a sliding scale. Please note, that with most operators, within approximately four weeks of departure no refunds will be available. The decision to remove a child from the trip based on behaviour is made by the School Leadership Team who would consider whether the risk of taking your child would be detrimental to the safety and wellbeing of the other children and staff attending.