



Friday 24 April 2026

Dear Parents and Carers,

Trips & Visits Overnight Rooming Process

With a number of residential trips taking place in the coming months, we wanted to write to all parents to clarify the school's approach when deciding on overnight rooming arrangements. This applies to all students. The information below can also be found on our Educational Visits Policy & Procedures.

As well as being an enjoyable learning experience and an opportunity to spend time with friends and peers outside the school environment, residential trips offer significant benefits including:

- Building confidence, independence and resilience through new experiences
- Developing social skills and creating new friendships
- Learning cooperation, patience and respect for others
- Developing teamwork and interaction with peers outside friendship groups to help them cope with change, such as class changes

Rooming on residential trips is an important element in this educational process and it is important that we manage the expectations of parents, carers and students. Whilst we recognise that it is important that the students are in rooms with people they know and like, it is equally important that they appreciate that trips are an opportunity for them to develop the skills outlined above. It is important that students understand that bedrooms are above all the places in which they sleep; most of their time on the trip will be spent outside the bedrooms and itineraries are designed to minimise the amount of time spent in rooms.

To facilitate this, the school will use the following process to allocate rooms for residential trips:

- Around 4 weeks before the trip students will be emailed a google form which will allow them to identify 3 students of the same biological sex with whom they would be happy to share a room.
- The school will use these names together with our knowledge of student relationships and relevant pastoral, medical and SEND needs to allocate students to rooms. As far as possible, and when deemed suitable by reviewing staff, we will try to ensure that students are roomed with at least 1 of the students they have requested.
- Room allocations will be published to students around 1 week before the trip.

The school reserves the right to change room allocations at any time before or during the trip if it is necessary, for example for disciplinary or behavioural reasons. We kindly ask that parents and carers support the school in the rooming decisions made, and help manage any issues or concerns their child may have.

Thank you for your support and understanding in this matter.

Yours faithfully,

Mr S Miall
Assistant Headteacher (Educational Visits Co-ordinator)