

Headteacher: Mr D B Jones
Deputy Headteacher: Mr S Salmond
Admin. Officer: Mrs S Sivour



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St. Ronan's Road,
Southsea, Hants, PO4 0PX

Dear Parents and Carers

RE: Year 3 Hooke Court Residential Trip

Thank you to all those who attended the recent meetings. If you were unable to attend, I have included some key points:

- The trip will take place between **Wednesday 14th January to Friday 16th January 2026.**
- The staff/child ratio will be at least 1 to 10.
- All the staff of Hooke Court are trained in emergency first aid and are on call throughout the night.
- Should the need for a doctor arise, there is one on call 3 miles away.
- Once we have returned to our wing after the evening's activities, the main door is locked and the building is intruder alarmed.
- There is a TV in our Common Room where the children will relax with a warm drink before going to bed.
- All dietary requirements (including severe food allergies) are catered for.
- All members of staff have been DBS checked.

The cost of the visit will be approximately **£220.00**. This figure may vary depending on the size of coach we book, which will be determined by the number of pupils who wish to attend.

To help us plan staffing and transport, please follow this link to express your interest in your child attending the residential: <https://forms.office.com/e/1pamYrTyag>

The trip, and therefore the deposit payment will go live on Scopay at 3:30pm, Tuesday 7th October 2025.

Places are limited and will be allocated on a **first come, first served** basis. A **non-refundable deposit of £73.29** is required via Scopay by **Friday, 16th October 2025**. Please note that places may fill up before this date.

Refunds

We understand that sometimes circumstances change and a child may no longer be able to attend the trip. Our refund policy is as follows:

- If we are able to fill your child's place with another pupil, we will issue a full refund, including the deposit.
- If your child is unable to attend due to illness, and you provide a medical note, we will attempt to recover the full cost from the provider. However, please note that:
 - The deposit of £73.29 is non-refundable, as it is paid in advance to secure bookings.
 - Any refund will depend on the provider's terms and may be partial (i.e., all payments minus the deposit).

If you have any questions or concerns about this, please contact the school office at info@craneswater.portsmouth.sch.uk.

Once your deposit is successfully paid online via Scopay, your child's place is confirmed. If the trip is no longer available online, this means all places have been filled. You may email the school office at info@craneswater.portsmouth.sch.uk to request that your child be added to the waiting list.

Please be aware that the school reserves the right not to include a child whose behaviour may indicate that he/she may put themselves or other children at risk.

Yours sincerely,

Miss Gaur-Sharma

Teacher organising trip