

# Rooming Policy

## MMF Trips & Tours

We are committed to creating a safe, inclusive and respectful environment for all pupils on tour. Rooming arrangements are made thoughtfully and in line with the following approach:

### Rooming Allocation

- Pupils will be invited to indicate their rooming preferences in advance of the trip. This includes indicating any students they would like to share a room with. Whilst we cannot guarantee every request, we will do our best to accommodate preferences wherever possible.
- We room pupils in small groups (typically 2-6 per room, depending on accommodation) based on age, gender identity and pupil preferences.
- Trans and non-binary students will be roomed in line with their gender identity and where they tell us they feel most comfortable. We are proud to be an inclusive organisation and support students in feeling seen, respected and safe.
- Where possible, students will be grouped on corridors according to similar age bands (e.g. Key Stage 3, Key Stage 4 & Key Stage 5).
- Staff rooms will be placed throughout accommodation areas to provide support and supervision as needed. All students will be informed of the room number of the nearest members of staff.

### Room Access and Quiet Hours

- Students may visit each other's rooms before quiet hours, allowing time to socialise.
- Quiet hours will be communicated clearly each day and may vary depending on the schedule.
- Once quiet hours have begun, students must remain in their own rooms. No room-to-room visits are permitted during this time.

### Room Changes

- MMF reserves the right to move students to different rooms at any point during the trip if deemed necessary for safeguarding wellbeing, or behavioural reasons.
- This includes, where appropriate, placing students in single rooms if behaviour or circumstances require it.

***This is the rooming approach we will be using for all MMF trips/tours. If you have any concerns or would prefer to discuss alternative arrangements, it is essential that you contact us directly before the trip. We are always happy to have a conversation and will do our best to accommodate everyone's individual needs, wherever possible.***

