

9 February 2024

Dear Parent/Carer,

### **Trip confirmation letter**

We are delighted to be able to confirm that we have allocated places on trips for Enrichment Day 2 - **13 March 2024**. If you registered your child's interest for a trip, please check ParentPay to see which trip they have been allocated.

### **Trip information**

Final details including departure and arrival times to and from school will be confirmed in the next few weeks.

### **Trips fees and payment**

Please log onto ParentPay from **4.00pm today** to make payment. Payment is required by **9.00am Monday 4 March 2024** to secure a place. You are not obliged to make this contribution, but if insufficient funds are received, it is likely that the trip will be cancelled. If you are unable to contribute, please contact [trips@theweald.org.uk](mailto:trips@theweald.org.uk) or call 01403 787223 to discuss further.

**Please note should payment not be made by Monday 4 March, your child's place will be re-allocated to a student on the waiting list due to the popularity of this trip.**

Parents/Carers should pay for the trip using ParentPay, at [www.parentpay.com](http://www.parentpay.com) using their unique login and password. Please note that payment for the trip through ParentPay acts as parental permission and therefore no reply slip is necessary. If you would prefer to pay by cash, you may do so at your local Paypoint retailer using a barcoded letter. Please request this letter from the finance department (tel: 01403 787223 or email [trips@theweald.org.uk](mailto:trips@theweald.org.uk)).

Please note that payments are non-refundable as the school makes a financial commitment to the tour operators and other companies based on the number of places we book. Should you secure a place for your child and subsequently decide to cancel, you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues. However, if your child is unable to travel due to ill health, a medical certificate to cover the date/dates involved from GP/hospital will be required in order that a claim can be made through the school insurance. Without this evidence we will be unable to make any refund.

### **Terms and conditions**

As you know, we have the highest expectations of our students for their behaviour and conduct around school, and they rarely let us down. However, please be aware that your child's place on any school trip is dependent on their ability to cooperate fully with staff and other students, to be a responsible member of our community and to comply with school rules. In the unlikely event

that a member of staff feels this is not the case, they reserve the right to withdraw a child from a trip for safeguarding purposes. Please note that payments are non-refundable and you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues.

We would encourage you to read all trip terms and conditions, including cancellation policies, medical, refunds and student expectations on our website under Curriculum, Enrichment, Trips or by using the following [link](#).

To help keep our records up to date, please inform us of any changes to your child's personal or medical information. This can be updated through the 'My Child At School' (MCAS) App.

Should you have any questions, please contact me directly.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'E. Sperring', with a horizontal line underneath.

Miss E Sperring  
Enrichment and Ace Week Coordinator