

October 2024

Dear Parent/Carer,

### **Year 9 ACE Week Residential Trips for 2025**

We are delighted to inform you that your child has been allocated a place on the **Berlin trip 1 - 4 July**, for ACE Week 2025. Some of our trips have been heavily oversubscribed this year, we have ensured all students have been allocated to their first or second choice. Please note, your child is expected to be in school Monday, where they will take part in school based activities.

For those activities that take place within the normal school day parents are not obliged to make a contribution, however, the cost of travel, accommodation and meals fall outside of the normal day. It is probable that if insufficient monies are received, the trip will have to be cancelled.

#### Payment deadlines

As a reminder, the payment schedule dates are below and you will find these details on your ParentPay account together with the amounts due.

The payment schedule is as follows:

Approximate total **£762** - Subject to change

- £300 deposit due by 7 October 2024 (This includes any £25 payments if already made) →
- £162 due by 4 November 2024
- £100 due by 6 January 2025
- £100 due by 3 February 2025
- £100 due by 3 March 2025

You will find these details on your ParentPay account. Please do contact us via [trips@theweald.org.uk](mailto:trips@theweald.org.uk) if you need to adjust this payment schedule as we do not want this to be a barrier to your child taking part in this residential trip.

Please do contact us via [trips@theweald.org.uk](mailto:trips@theweald.org.uk) if you need to adjust this payment schedule as we do not want this to be a barrier to your child taking part in this residential trip. Please be aware that it is possible to make smaller payments throughout the month to reduce the balance if that suits your circumstances.

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.

### Passport and medical information required

We also require your child's passport details and medical information on the [google form](#) by the deposit deadline. If their passport is out of date or will expire before the trip then please still complete the form and attach a copy of their existing passport. It is crucial that the name on this form matches their passport otherwise this will incur additional costs. Please note - passports will need 6 months validity at the time of the return date of the trip (i.e any passports expiring before February 2025 will need to be renewed). It is crucial that the name on this form matches their passport otherwise this will incur additional costs.

### Behaviour expectations

We have the same expectations of our students when in school or on a trip. Students must show that they can follow instructions and behave safely whilst in school in order to prove they can also do this away from school. You will be asked to accept our behaviour disclaimer on the Passport, Behaviour, Medical & Dietary Information Form.

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

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

If you would like to discuss this further, please do not hesitate to contact us via email: [trips@theweald.org.uk](mailto:trips@theweald.org.uk)

Yours sincerely,



Miss E Sperring  
Enrichment and Ace Week Coordinator