

Weald School Trips

Terms and conditions

Behaviour

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.

Cancellation and refunds policy

In the unlikely event of a trip being cancelled, due to circumstances beyond the school's control that are not covered under our insurance policy, the school will make every effort to secure a return of funds from the trip provider. However, if none is forthcoming then the school will be unable to offer a refund. All transaction charges are non-refundable in any circumstance. This is currently 1.6% of the total contribution.

Payment obligation

Parents are not obliged to make a contribution towards the trip but it is probable that if insufficient monies are received, it will have to be cancelled. If there are exceptional cases of hardship the school will try to support costs through its own budget but this would reduce what we are able to spend in terms of materials and equipment for students. If you are unable to contribute, you are invited to contact the Trip Leader so that suitable arrangements can be made to help cover the costs of your child's participation.

Payment methods

Trips can be paid for on ParentPay, www.parentpay.com. Please note that payment for the trip through ParentPay acts as parental permission and therefore no reply slip is necessary. If you have not registered for ParentPay, please request an activation code from the finance office. If you wish to pay by cash you will need to request a barcoded letter from the finance team and make your payment through a PayPoint centre, which can usually be found in your local convenience store. Please contact the finance office on 01403 787223 or finance@theweald.org.uk

Passport and GHIC information

It is the parent/carer's responsibility to provide up to date, current passport and GHIC (Global Health Insurance Card) details. This will be required to secure your child's place on the trip, along with any other specified details. It is recommended that on the day of travel there is at least 6 months left on the passport. You can inform the school of any changes to these documents using the Passport Information Form found on our website www.theweald.org.uk under Curriculum/Enrichment/Trips and return it to centraladmin@theweald.org.uk.

What is GHIC and how do you get one?

All students must have a valid UK GHIC (Global Health Insurance Card) for all European trips. Please note this is not an alternative to travel insurance. They are free and you can apply directly at <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

Please note: If you have an existing EHIC, it will remain valid until the expiry date on the card. Once your current card expires, you'll need to apply for a new GHIC card.

When students participate on school trips, they will be fully insured by the West Sussex County Council school trips insurance policy. Details can be requested from the finance team.

Medical information

It is the parents/carer's responsibility to keep the school up to date with any medical information regarding your child. These details can be updated via email to centraladmin@theweald.org.uk