

# 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

### 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 son/daughter's participation.

### Payment methods

Trips can be paid for on ParentPay, [www.parentpay.com](http://www.parentpay.com). We would appreciate it if you can pay by debit card as the fees incurred by the school are considerably lower than credit cards. 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, you will need to request a barcoded letter from the finance team and make your payment through a Pay Point centre, which can usually be found in your local convenience store.

### Passport and EHIC information

It is the parent/carer's responsibility to provide up to date, current passport and EHIC (European Health Insurance Card) details, including if your child has a non-EU passport. This will be required to secure your child's place on the trip, along with any other specified details. You can inform the school of any changes to these documents using the Passport Information Form found on our website [www.theweald.org.uk](http://www.theweald.org.uk) under School Information /Enrichment Activities and return it to [centraladmin@theweald.org.uk](mailto:centraladmin@theweald.org.uk).

### What is EHIC and how do you get one?

All students must have a valid EHIC (European Health Insurance Card) when starting at the school. Please note this is not an alternative to travel insurance. They are free to claim and you can apply directly at <https://www.ehic.org.uk/Internet/startApplication.do>

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 through the online parent portal or via email to [centraladmin@theweald.org.uk](mailto:centraladmin@theweald.org.uk).