



ACTIVITIES WEEK 2025

ADDITIONAL INFORMATION AND BOOKING CONDITIONS

- All pupils must select 3 different activities, listed in order of preference. Please only list activities that your child will be happy doing.
- In the event of an activity being oversubscribed, priority will be given to pupils who submitted their completed booking forms by the deadline of **Wednesday 6th November 2024**. Consideration will also be given to your child's conduct, attitude to learning, other activity preferences and friendship groups. The final decision will be made by the Headteacher.
- Whilst every effort has been made to give as accurate a description of the proposed activities as possible, some of the venues are not currently able to take bookings so far in advance. Therefore we may need to change the provider/venue if they are unable to provide what we require. We will make every effort to book an alternative as near as possible to the original offer.
- Pupils who do not complete a Booking Form by the deadline of **Wednesday 6th November 2024** will be assigned to School Based Study, in which pupils will undertake a range of study activities, supported by staff in school and based around google classroom and online courses.
- Most activities require a minimum number of pupils to run. In the event of an activity not receiving enough applications it will be withdrawn and pupils will be assigned one of their other preferences.
- We have tried to cost activities as accurately as possible, however many are dependent on numbers so may vary slightly. When places are assigned the final cost will be confirmed. Should the final cost exceed the amount advertised by more than £10, parents will be contacted to discuss the option of meeting the increased cost or swapping to an alternative activity.
- **Information regarding the Financial Assistance available has been sent directly to pupils who are eligible for Pupil Premium Funding. Unfortunately, financial assistance will not be available to any other pupils.**
- An initial deposit is required for all activities and must be paid using Arbor by **Wednesday 4th December 2024**. The initial deposit will be approximately 30% of the total cost. A second instalment will be required by **Thursday 27th February 2025**, with the final payments being made by **Thursday 27th March 2025**. If full payment has not been made by **Thursday 27th March 2025**, your child's place may be withdrawn without refund of monies paid.
- Once places have been confirmed it will not be possible for pupils to swap activities, unless there are exceptional circumstances. Any requests to swap activities must be made in writing to the Headteacher.
- If your child is suspended from school, for all or part of Activities Week, no refund will be made for the activities missed.
- **CANCELLATION : All deposits are non-refundable. If you cancel your child's place on an assigned activity, the school will not refund any further monies paid, unless the circumstances are considered to be exceptional or the school can fill the place with another pupil.** Requests for the refund of payments for an activity should be made in writing to the Headteacher, accompanied by supporting documents (e.g. doctor's certificates). The school insurance policy does not cover cancellation due to injury/illness prior to departure, we therefore recommend parents taking out additional travel insurance.