



19<sup>th</sup> October 2022

Dear Parents/Carers and Students

It is that time of year again where we launch Activities Week 2023! During the week of Monday 17<sup>th</sup> to Thursday 20<sup>th</sup> July, there will be a range of residential and non-residential visits for students to choose from. We strongly promote the personal, social and educational value of activities week and the benefits that such visits generate.

Coordinating activities week whilst running our Year 10 Work Experience at the same time also allows us to minimise disruption to the curriculum.

Outlined in this letter is key information to enable you and your child to make an informed decision about the activity that they will choose. Additionally, in the booklet attached is information provided on each of the activity options. There are a wide range of activities to choose from so whatever your child selects, I am sure they will have a fantastic week with many memories that will stay with them beyond their time at Tiverton High School. **A payment schedule with deposit requirements and payment dates is also attached.**

## Things to consider when choosing activities:

- Activities state an **approximate cost** and are based on the full number of participants choosing that option. As the costs are approximate at the time of print this may result in changes applied at a later date. This usually occurs when the anticipated number of students do not choose the option or when transport and accommodation costs are increased by providers – where this occurs parents will be notified in advance.
- Should numbers be too low to run a particular activity, the activity may need to be withdrawn. If this is the case students will be invited to a meeting to discuss and be reissued a form to choose again.
- Please note that trip places are not allocated on first form submitted, first allocated.
- Due to the popularity of some trips, it is unlikely that all students will be allocated to their first choice, this is why we ask for three preferred choices. In the event of over subscription, priority will be given to Year 9 students as this will be their last opportunity to take part in activities week.
- Failure to **pay the deposit by Friday 9<sup>th</sup> December** will result in your child's place being withdrawn from their chosen trip/activity.
- Deposits are **non-refundable and non-transferable** as they will be used to secure your child's place on a chosen activity.
- A payment Schedule is available for each activity and whilst it is advisory, it is designed for you to chip away over the course of 5 months so the cost can be spread out giving you time to pay.
- In the event that activities week will be cancelled, a full refund will be issued.
- Failure to meet future payments on time may result in the withdrawal of your child's place on their chosen trip and they will be expected to attend school. Attendance during activities week is the same as any other day in school, mandatory. Failure to attend school without a valid reason, will be recorded as unauthorised absence.
- Trip places are limited, and as such failure to pay on time holds places that another student could have been allocated. We ask that you consider this, and contact the accounts office should you have any difficulties paying.
- It is always **extremely difficult for students to change activities** once a place has been allocated and accepted. Deposits paid to us will have been passed on to travel operators, accommodation providers and/or visitor attractions to secure places.
- The details outlined for the week's activities are correct at the time of publication – where any changes to an itinerary are required parents will be notified in advance.

Continued overleaf .....

# Tiverton High School

Headteacher: **Sammy Crook**  
Deputy Headteacher: **Simon Tong**  
Deputy Headteacher: **Fay Crellen**



- **Covid-19 Vaccination requirements to travel** – At the present time there are no current restrictions in place and we hope that this is the case next summer. However, we need to make it clear that it is the parents/carers responsibility to ensure your child complies with the entry requirements, if required, for the country they will be travelling to. This is of course subject to change and we recommend that you check regularly for any updates. As a school we will endeavour to let you know if we are informed of any changes but please ensure you regularly check.

## Supporting our students and their families:

- **As we expect all Year 7, 8 and 9 students** to take part in activities week the school is mindful of the current economic climate and the pressures on family life. In exceptional circumstances the school will consider alternative payment deadlines to those published in the offer letter. This will need to be approved by the school.
- In exceptional circumstances the school may be able to access financial support, ***however we ask that you do not select activities based on the assumption you will receive financial assistance to help pay for them, as this cannot be guaranteed.***
- Please tick the box on the form to indicate if you would like financial assistance and are in receipt of Free School Meals or Pupil Premium.  
***Please note the full deposit for the allocated trip will still be applicable, any financial assistance awarded cannot be used for this payment.***
- **SEND** – If your child is supported by the SEND team and they would like to go on a residential, we ask that you contact the SEND team with regards to staffing and support for your child.

Parents/students need to:

- Complete the online form with your child's **three preferred choices**. All three choices must be different.
- This form needs to be completed by **WEDNESDAY 2<sup>nd</sup> November**. Places will be allocated shortly after this date and late applications will not be guaranteed one of their top three choices.
- Alternatively, a paper copy of the options booklet and form can be collected from the School Admin Office.

Once options have been allocated, a letter will be emailed home to inform you of your child's trip/activity allocation. We are aiming for allocation letters to be emailed home by Friday 25<sup>th</sup> November, allowing you two weeks to pay the deposit.

You will then need to:

- Pay the **deposit** requested by **Friday 9<sup>th</sup> December** using the online payments system School Gateway or cash/cheque to the Accounts Office. All cheques should be made payable to Devon County Council.

If you wish to discuss anything to do with activities week 2023 please use the following email:  
[AW@tiverton.devon.sch.uk](mailto:AW@tiverton.devon.sch.uk)

Yours faithfully

Simon Tong  
Deputy Head