

Dear Parent/Carer

I am delighted that 2024 will mark Reepham's twenty second Curriculum Enhancement Week. The last twenty-one have all proved to be highly successful and very popular with the pupils. Each has added an additional dimension to the school's curriculum; each has strengthened the special bond that exists between the pupils and the staff of the school.

Curriculum Enhancement Week involves a tremendous amount of effort. It is made possible because of the collective effort of the school staff who give so freely of their time in order to offer the children something different and special.

Planning a week's event is no small task and accepting the responsibility for taking children on hazardous activities is no small matter, particularly when taking children abroad, or on residential courses. You will probably be aware of the ever-increasing levels of paperwork that now have to be completed if children are to be taken off-site.

Finally, I must point out that despite everything we will do, we cannot absolutely guarantee your child's safety. Curriculum Enhancement Week, as life itself, involves an element of risk. Please consider this when you help your child select their preferences and stress that they, as well as the activity leaders, have health and safety responsibilities.

This having been said, we will do our best to provide a safe environment in which your child may have a great deal of fun. I hope you find plenty in this year's choice to excite you!

Sponsored Walk

The Sponsored Event in the summer term raised a good amount of money and we are hoping this year's will do the same. Once again Governors have decided a significant part of it will be used to support Curriculum Enhancement Week. There will be free and subsidised activities supported by the money to allow all pupils to be able to join in the week's fun. Some of the money will be used to refresh the First Aid qualification of members of staff, as this means that we can continue to fulfil the national safety requirements for the more adventurous activities.

We hope the week will be a huge success as in previous years. It provides another dimension to school life and I am grateful to everyone for the effort that is making it possible.

Tim Gibbs
Headteacher

Curriculum Enhancement Week Organisation

For the week of 15th July 2024, the normal school timetable will be suspended, and pupils and staff will pursue one of the many activities detailed in the CEW booklet. This year we are offering a wide variety of high-quality activities. While we try very hard to accommodate choices, **we cannot guarantee every pupil will be allocated their first-choice activity but we hope to allocate one of the four.** Please read the descriptions closely, discuss the activities with your child and carefully **choose four different activities.**

Payment for Activities

- In line with our charging policy, no pupil will be allowed to participate in an activity unless full payment has been made before the activity commences.
- All costs are approximate and depend upon the final numbers of pupils taking part in each activity so may be subject to change.
- A trip may be withdrawn if it is not financially viable.

We offer a range of activities including low cost and free activities. Once your son or daughter has been allocated a place on an activity you will be notified via ParentMail and you will be asked to pay a non-refundable deposit on or before **1st December 2023 to secure the place. All activities must be paid for in full by 16th April 2024.** **PLEASE NOTE: Overnight trips will require short notice deposits once allocated and must be paid for in full by 22nd March 2024.** We understand this may seem early however, the school must book and pay external providers in full for the activities according to their terms and conditions.

Please be aware that once a deposit is paid, should your child fall ill or for any other reason you decide not to take part in an activity, the school insurance will not cover this. The school can offer no refund unless a replacement student takes their place. Once a deposit has been made and the school makes a booking, you are obliged and agreeing to pay the full cost of the activity; the school cannot be expected to lose money through no fault of its own.

Payments should be made online using ParentMail at www.parentmail.co.uk or via the ParentMail App. Instalment payments are **the compulsory minimum amount required** by that date to allow the school to pay providers. You can choose to pay more than the minimum instalment or in full for your allocated activity at any time before the final payment deadline of Tuesday 16th April 2024.

Instalment Dates (Unless otherwise stated on the payment item on ParentMail)

<u>Friday 1st December 2023</u>	<u>Deposit required</u>
<u>Friday 19th January 2024</u>	<u>1st instalment</u>
<u>Friday 16th February 2024</u>	<u>2nd instalment</u>
<u>Friday 15th March 2024</u>	<u>3rd instalment</u>
<u>Tuesday 16th April 2024</u>	<u>Full payment deadline.</u>

Pupils' Personal and Medical Details

The regulations and laws that apply to the organisation and planning of school visits can make even a short local visit subject to rigorous checks and forward planning. All medical information will be taken from our central records except where additional information is needed for those activities planning overnight stays; further individual details may be requested and a parental meeting concerning the visit will be organised if necessary. Please update us if details change prior to CEW.

Activity Choice Form

This form must be completed online in Parentmail forms.

PLEASE DO NOT PRINT the form to hand in as this will delay your submission.

- Please take the time to carefully consider choices and **choose 4 different** activities which are of interest.
- There is no rush to be the first to respond. All forms submitted on Monday 6th to Tuesday 7th November by 12pm (noon) will be treated as arriving at the same time.
- Oversubscribed activities will be subject to a draw. For impartiality, the draw will be made by the Headteacher.
- Forms submitted after 12pm (noon) on Tuesday 7th November will be allocated using the "first come first served" basis for activities with spaces left..
- In order that all students have fair access to all the activities, **if a student has attended an activity in the previous years, it should not be their first or second choice.**

Activities will not be allocated if the Student Details Form is not filled in with four different choices and the form will be resent for completion, delaying your submission.

Attendance

Curriculum Enhancement Week is an important part of your child's education at this school and full attendance is expected and required. Reasons and notifications for non-attendance will be required as usual: every absence must be supported by a parental explanation letter/email. Further attendance information can be found on our school website or following this link: [Attendance & Absence](#).

If you have any queries, please contact us at cew@reephamhigh.org.uk and we will do our very best to help.

Chris Derrett, Teacher in charge of Curriculum Enhancement Week

Jo Rourke, Curriculum Enhancement Week Co-ordinator