



School Journey Grant and Charging Policy

At Sacred Heart Primary School, residential school journeys take place during the autumn term for pupils in Year 5 and the summer term for year 6. Year 5 children visit a centre called Sayers Croft, in Surrey, for four nights and children in year 6 attend a 4 nights trip, usually organised by JCA, in Hayling Island.

Parents are encouraged to make regular monthly payments to spread the cost of the journey.

The school may contribute a donation towards the cost for the journey, under special circumstances and parents are also encouraged to apply for a grant from the Wandsworth Peace Memorial Fund, if they are entitled to income support, job seekers allowance or equivalent.

Other parents who are unable to pay the full cost and whose children are entitled to free school meals are asked to speak to the head or associate head. The head will arrange a meeting with the parents or carers and discuss the amount the parents are able to afford. The school may subsidise a percentage towards the payment of the journey.

Both trips – letters are sent very early in the school year, Parents are given a payment card to enable them to pay small regular amounts. There are strict deadlines for parents and carers to commit to a place on the journey. No pupil will be allocated a place after this date. This also applies to newly arrived pupils who arrive after the deadline.

The school will provide to the Finance committee an income and expenditure report for residential school journeys. The report should identify any subsidy of the journey by the school and also identify the overall surplus or deficit. If a major surplus is identified the school may have a duty to repay some of the money originally collected to the pupils who attended the journey. If a major deficit is incurred, Governors should be able to identify this so that they can confirm that the overall expenditure was within the approved budget allocation for school journeys.

Charging for School trips and visits

Planned school trips and visits are an important and enriching element to the curriculum. While the school cannot require parents/carers to pay for school trips and visits, we will ask for a voluntary contribution to cover the costs of the visit or trip. If there are insufficient voluntary contributions towards the costs of trips, these may be cancelled.

The school may subsidise a percentage of the cost for trips and visits.

No child is excluded from attending a trip or visit due to inability to pay.

However, parental/carer permission is required.

Reviewed March 2017