



The Federation of Sacred Heart and St Mary's RC Primary Schools, Battersea

SCHOOL JOURNEY GRANT AND CHARGING POLICY

Approved By	Governors
Reviewed On	May 2022
Review Due	May 2023
Review Cycle	Annually

Statement of Intent

Across the Federation, residential school journeys take place for pupils in Year 6. The children visit a centre called Sayers Croft, in Surrey, for four nights.

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 in Year 6, if they are entitled to income support, job seekers allowance or equivalent and the Shanley Foundation Bursary in Year 5.

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 Executive Headteacher or Associate Headteacher. The Headteacher 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.

Letters are sent very early in the school year, Parents are given a payment plan 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/carers permission is required.