



Ellenbrook

COMMUNITY PRIMARY SCHOOL

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Head Teacher: Mr. R Blackburn B.Ed PQSI

## Payment for Residential Trips

Friday 10<sup>th</sup> January 2020

Dear Parents\Carers

I wanted to write to you today to clarify the school's policy on charging for residential trips. Following last years' residential, we have had a review of both their effectiveness and their costings.

Residential trips are a big financial commitment for parents and as a school we are always looking at ways to reduce costs for parents. Once a parent agrees to send their child on the trip, the school makes a financial commitment to the provider of the trip. If a parent then fails to pay the cost of the trip, the school is liable for the shortfall.

**For the two residential trips last year, Lledr and Robinwood, the school was out of pocket by £1,000 due to non-payment by parents.**

We are now changing our policy on residential trips to ensure the school is not out of pocket on any future residential trips. With that in mind, we are making the following changes to the residential trips in order for them to become viable and not impact on the schools budget.

- School residential trip payments will now begin much earlier in the school year with payments for both residential trips being made in the term proceeding the trip. For next years' Lledr Hall residential trip, we will take the first payments before the end of the academic year. The residential will then need to be paid in full a calendar month before the trip takes place.
- The Year 4 residential trip will take place in March this year, with the initial payment being made at the beginning of this term.
- Residential trips can be paid via ParentPay in smaller amounts throughout the year.
- Any parents not paying the full cost of the residential a month before the trip will forfeit their child's place on the trip. We will send numerous reminders about deadlines and upcoming payments in order to ensure no one fails to pay due to not knowing when payments are due. (For this years' Robinwood trip **only**, we will be extending the payment deadline to 2 weeks before the date of the trip).

As a maintained school, we have very strict guidelines to follow from the Department of Education in regards to charging for trips and school activities. Our current residential trips are not a necessary requirement of the National Curriculum or form part of the school's basic curriculum for religious education. As they happen mostly outside of school hours we are allowed to charge parents for them.

With the current financial climate in education putting more and more pressure on schools, we can no longer afford to cover the cost of parents who do not pay for residential trips. The school does not make any profit from residential trips and the cost to the school is equally shared amongst the number of parents whose children are attending.

Many thanks for your ongoing support

Roger Blackburn  
Head teacher