

## **POLICY ON TRIP PAYMENTS AT RUSH GREEN PRIMARY SCHOOL**

After discussion with the pupils, parents, governors and staff we have created this policy which not only reflects the aims and ethos of the school, but also reflects the needs of all concerned and clearly explains what we do at Rush Green Primary School.

As a school we constantly reflect and ensure that improvement is planned for. This happens at a whole school level, in the classroom and at individual pupil level. We will endeavour to take on concerns and opinions from all parties and where appropriate, we will make adjustments to this policy through annual review.

### **WHO DECIDED ON THIS POLICY?**

- Parents
- Pupils
- Staff
- School Governors

### **HOW WAS THE POLICY DECIDED?**

- Use of questionnaires to parents (electronic and hard copies).
- Discussion with pupils.
- School Senior Leadership meetings with Governors.
- Meetings with parents (groups and individuals).
- Meetings with staff.
- A meeting with the Parent Partnership Group.

### **THE PROBLEM AROUND SCHOOL TRIPS THAT LED TO THIS REVIEW**

- Some parents did not wish to pay for their children to attend school trips and felt the school should pay.
- Some parents felt that since payments for school trips were on a voluntary basis that it was not necessary for them to pay.
- Some parents believed that the school profited from school trip payments.
- Other parents did not wish to pay for school trips if others refused.
- Some parents felt that trips were too expensive.
- Some parents felt that there were too many trips in any one year.
- Some parents believed that they would be subsidising other parents for the cost of school trips if they paid and those parents did not.
- A small group of parents expressed a lack of trust in the staff organising trips and taking care of their children whilst on the trip.
- A small group of parents wished to transport and accompany their own children on trips.
- Some parents felt that we should seek cheaper transport alternatives.
- Other parents felt that we should not stipulate that school trips could be paid for on a 'voluntary' basis.

## FUTURE SCHOOL TRIP POLICY

- Rush Green Primary School simply does not have the budget to pay for and organise school trips on a 'no cost to parents' basis. If we do not receive sufficient contributions we may be forced to cancel trips.
- **In line with all other schools in Barking and Dagenham, and across the UK, the Department for Education say that we have to stipulate that contributions towards trips are on a voluntary basis.**
- Staff carry out risk assessments for all trips (including where transport is used) and staff to pupil ratios are always within at least statutory guidance.
- Where possible, school staff are used to accompany children so that we are able to ensure that health and safety expectations are met.
- By agreeing to this policy, parents agree that they will not transport and accompany their own children on trips unless express permission has been given by the school. All children that participate in school trips are registered as attending school and are therefore the responsibility of the school. Where parents have been given permission to support the school in either transporting pupils or supporting staff on a school trip, it is vital that school safeguarding procedures can be followed (remember staff will have carried out risk assessments). To ensure that there are no conflicting messages, school staff will take overall lead.
- Parents who pay for trips do not subsidise the participation of other children. A flat rate is paid, based on the calculation below. **We do not charge extra to cover any other costs.**
- Trip contributions are worked out using the formula below. We will continue to use this formula:

$$\text{Cost of Entry} + \text{Cost of Transport} = \frac{\text{Total Cost}}{\text{Number pupils}}$$

- We will ensure that costs are broken down and shared with parents in the form of a letter to show how cost per pupil is arrived at.
- We always seek best value and will continue to do so except where this compromises the safety of those attending the trip.
- All contributions are voluntary and as such parents are entitled to refuse to contribute. However, should contributions meet **less than 75%** of the cost of running a single trip, the trip will be cancelled as the school cannot be expected to meet these costs.\*

**\* Families with Children eligible for Free School Meals will not be expected to pay and trip costs will be covered by the school (with Government funding)**

**\*With the exception of the year 6 residential trip.**

## **FOR FREE SCHOOL MEAL APPLICATIONS - FOLLOW THIS LINK**

- The school does not make any profit on school trips. This will remain so.
- Parents will not subsidise the cost of another child's place on a trip.
- The number of school trips will be restricted to two trips per year (involving costs). Additional trips may be organised if they are at a substantially reduced cost or are free.
- We will cap the cost of any one school trip at £20. However should a single trip exceed this amount, we will 1) review the purpose of the trip; 2) consult with parents to test demand/ability to contribute **(the year 6 residential trip is an exception).**
- **Those parents who wish to withhold their child from participating in future school trips, either because they do not wish to contribute or because of other reasons, may do so by**

opting out of this policy on trips. If parents wish to do this, then the following will happen:

1. The non-participating child will not attend any future school trips.
2. The non-participating child will still be expected to attend school on the day of any trip and the child will be supervised and given normal class work to do. (This is not a form of punishment, simply a matter of attendance. All pupils on a school trip are registered as attending school on any given trip day).
3. Should parents wish to withdraw their child and opt out of this policy, any trip calculation will be based on the total cost divided by the number of children whose parents have opted in.

PLEASE COMPLETE THIS SLIP AND RETURN TO THE SCHOOL OFFICE.

**IT WILL BE ASSUMED THAT ANY PARENTS WHO DO NOT RETURN THIS SLIP WISH TO WITHHOLD THEIR CHILD FROM ANY FUTURE TRIPS.**

Please complete either section A or section B below.

**A**  
I agree to opt in to the Rush Green Primary School Policy on School Trips and I am happy for my child/ren \_\_\_\_\_ to participate in future school trips as long as this policy is followed.

**OR**

**B**  
I do not agree with the Rush Green Primary School Policy on School Trips and wish to withhold my child/ren \_\_\_\_\_ from participating in future school trips.

Signed \_\_\_\_\_ parent/guardian \_\_\_\_\_ Date.