



Gartree High School Charging for School Activities

Approved By:	Governing Board
Date of Review:	May 2025
Date of Next Review:	May 2026

Review History

Date of change	Change Summary
12 th May 2025	Amended inconsistencies

Activities forming part of the Curriculum

Instrumental lessons

Normally parents will be required to pay for these lessons and they will be billed directly. These will be funded for Free School Meal students (FSM), Pupil Premium students and Looked After Children (LAC).

Design Materials

The parents of Year 7 pupils will be asked to pay one sum to cover the cost of materials for the whole year, but in other year groups the charges will be on an individual project basis. These will be funded for FSM, PP and LAC.

Curriculum Trips

These will be funded for FSM, PP and LAC. All proposed visits and trips to be evaluated for value for money and fair access to students.

Any trip costing over £700 to students is to be agreed by the Governors' Finance and Audit Committee.

Note: Governors will exercise discretion regarding charging for essential materials and visits in the case of twins/triplets.

Extra-Curricular Activities

Normally parents will be asked to make a voluntary contribution to cover the full cost of any activities whether during or outside school hours and should be aware that if contributions do not cover the cost of the activity, it is at risk of cancellation. All proposed visits and trips to be evaluated for value for money and fair access to students.

Extra-Curricular Trips/Enrichment

These will be subsidised up to a 50% for FSM, PP and LAC.

Breakfast Club

This will be funded for FSM, PP and LAC.

In the case of individual hardship, the school/governors may use their discretion to subsidise visits. These will be considered on an individual basis.

School trips - Terms and Conditions

The following terms and conditions are set in order for Gartree high school to provide a broad programme of exciting and educational non-curriculum trips to our students and to keep costs to a minimum.

Payments

Once a student is offered a place on a trip, any deposit paid is non-refundable. For each trip, parents/carers are provided with a My Child at School payment schedule is set to:

- a) Provide sufficient notice of when payments are required; and

- b) Ensure school has collected enough payments in advance of paying travel company invoices.

We request that parents/carers adhere to these payment schedules so the trip can go ahead. If payments are falling significantly behind the schedule, school reserves the right to withdraw the student from the trip unless exceptional circumstances have been communicated to us. Please discuss in confidence with the trip leader or head of year if you are having difficulty in meeting the schedule.

Withdrawals and exclusions

Should a student withdraw or be excluded from the trip, it will not be possible to offer a refund unless another student takes up the place or the cost is covered by a successful insurance claim. Any non-recoverable cost resulting from the withdrawal or exclusions will be deducted from any refund available or if sufficient payments have not been received then the school will request an additional payment from the parent/carer.

Insurance Claims

The school has a travel insurance policy that covers all students. Parents/carers wishing to submit a claim should contact the Finance office who will give you a claim form. All claims require evidence, such as a medical professional's letter. A copy of the insurance policy can be requested from the Finance office.

Financial Support

If a student is in receipt of financial support for a trip (e.g. Pupil Premium) and subsequently withdraws for medical reasons, then parents/carers are required to comply with the school's insurance claim process to recover the financial support contributions, and provide a medical professional's letter. Otherwise the parents/carer will be required to reimburse the school.

Cancellation

If a trip is cancelled due to circumstances outside of the school's control, the school will endeavour to secure repayments from the travel company or through an insurance claim. However, there may be circumstances where this is not possible and parents/carers should be aware of this when committing to a trip. All our overseas trips are with travel companies who are ABTA members.

By signing up to a trip you are agreeing to the terms outlines above.