



## **Hagley Primary School**

### **School trips, events and items for sale in school Terms & Conditions**

**November 2021**

Here at Hagley Primary School we pride ourselves on the wide and varied curriculum that we offer to our pupils. In order to enhance this, we often run events, trips, and offer parents the opportunity to buy books or other such items. This document sets out the different types of trips and events that we offer and the financial implications thereof.

### **Curriculum based trips**

These trips are offered to children within a selected group e.g. class group or year group in order to enhance their curriculum learning. For these trips we ask for a voluntary contribution in addition to parental consent. The trip is entirely dependent upon the level of contributions received and therefore, if we do not receive enough contributions, the school reserves the right to cancel the trip. Any contributions paid at this point by parents will be refunded via ParentPay. If you cannot pay, your child will not be excluded.

The amount that school requests is calculated per child and does not subsidise any other non-paying pupils. In the event of parents not paying, the school is forced to cover the shortfall from the school's budget which therefore reduces our ability to fund other items such as staff and classroom resources.

### **Sporting events**

These events are often free of charge and only require parental consent for your child to attend. We may however request a voluntary contribution towards the cost of the coach travel and this will be explained on the trip letter. The voluntary contribution will work in the same way as for curriculum based trips.

### **Reward trips**

Any trips that are deemed to be a reward or "treat" and are not linked to the curriculum, must be paid for in full to enable your child to attend. This will be made clear on the original trip letter. If you are unable to pay or do not wish to pay, your child will remain in school where an alternative provision will be offered.

### **School residential trips**

The initial cost will be calculated based on an estimated number of children wishing to attend. This maximum cost will be advised in the original letter. If you wish for your child to attend, you must make all the staged payments within the timetable advised on the original letter. These staged payments will have been calculated in accordance with the tour operator or booking agencies' regulations. If any part of the payment is non-refundable this will be communicated to you in the original letter.

Once a place has been reserved and payments have been made, cancellation will only be accepted in writing from the parent/carer, and cancellation charges as per the tour operator or booking agency will apply. We will attempt to fill any cancelled places and obtain refunds for you by offering it to the cohort attending but this is not guaranteed. Any refunds due will be processed via Parent Pay.

### **Music Tuition**

Towards the end of Year 3 your child will be offered the opportunity of learning a musical instrument when they return to school in Year 4. The music tuition is provided by Severn Arts and the costs and terms and conditions are set in accordance with Severn Art's terms and conditions. These are communicated at the initial stage of requesting tuition.

Payment must be made via ParentPay, before the timetabled deadline in order for your child's tuition to be booked for the following term. No lessons will be booked until payment has been received. If you require a copy of the current terms & conditions please contact a member of the finance team.

## **Tickets and other items**

Hagley Primary will offer parents the opportunity to purchase tickets for events such as Young Voices and to buy various items of equipment in order to enhance their child's learning. These items will be placed on ParentPay and payment must be made by the set deadline. We cannot guarantee the fulfilment of any orders or payments made after the deadline date.

## **Parent Pay**

All payments, whether voluntary or compulsory must be made through Parent Pay. The school will no longer accept cash or cheque payment unless there is an exceptional situation which must be discussed with the Finance Team before sending the alternative form of payment into school. This is to safeguard the children and staff at Hagley Primary against theft and loss. For parents who wish to make a cash payment we will send a barcoded trip letter upon request which can be taken to any shop displaying the Pay Point Logo to make payment. Please be aware that this process can take 3 to 5 days to reach school and deadline days must still be adhered to.

Parent Pay is also the main portal for collecting parental consent. The consent can be for a multitude of items and replaces the need for paper letters/slips being sent into school. It is therefore essential that you check your ParentPay account regularly for new items. A new item alert can be set up from within your account and we recommend that you use this service.

## **Free School Meals**

Children who are in receipt of Free School Meals are entitled to help towards all school trips and events taking place in school. Please contact the Finance Office for more details. If you wish to apply for Free School Meals, an application form can be obtained from the School Office.

## **Donation to school**

We are always happy to accept donations to school. These will be spent at the Head Teacher's discretion and cannot be used to fund a specific trip.

## **Refunds**

Unfortunately we are unable to offer refunds of contributions made if your child is unable to attend as a result of sickness or other absence. For school residential trips refunds will be made in-line with the cancellation policy of the provider. The terms of such cancellation policies will be disclosed to parents within the first letter that they receive.

If Hagley Primary School decides to cancel a school trip or event then full refunds will be made to parents via Parent Pay.

## **Reviewed by Finance Committee:**

**Agreed by GB on:** 12<sup>th</sup> November 2021

**Signed by Chair of Governors:**



**Date:** 12<sup>th</sup> November 2021

**Review date:** November 2022