



## **Financial Guidance for Staff - School Trips, Events, Activities**

All extra-curriculum activities/trips/events **MUST** be self-financing - Any costs must be met from contributions paid by students (see note 1 below about FSM/Pupil Premium students and school contribution).

Any curriculum activities/trips/events, which require additional funding - this cost must be met from requested voluntary contributions from parents and/or subsidy from Department capitation budgets. (Again see note 1 below regarding FSM/Pupil Premium students).

Note there is no central school subsidy funding budget available for trips/events, unless specifically requested and agreed with the Headteacher.

When calculating costs for trips - please remember to include all costs:

- Any entrance fee costs for pupils and staff
- Any transport costs
- Any other associated resources/costs
- Cost of staff cover – (see note 2 below)

### **Notes:**

#### **1 - Pupil Premium Students - school contribution amounts and processing**

Activity/Trip cost	Up to £200	School contribution 75%/ Pupil contribution 25%
“ “	£201 - £500	School contribution 60%/ Pupil contribution 40%
“ “	Over £500	School contribution 40%/ Pupil contribution 60%
School Uniform		School contribution up to £30 (or >£30 if signed by LOV/FOX/COP)

The staff lead for the event/trip can request the PP school contribution outlined above via a yellow "Request for Financial Support for Pupils" form - available from Finance.

Any additional contribution requests over and above the amounts indicated in the table above will need to be discussed and signed-off by LOV/FOX/COP.

#### **2 - Staff Cover Costs – to be included in costings for trips/events**

The charge will be based on a £120 per day - this being the Supply Agency Cover Supervisor rate – and will be charged per period of cover required for each member of staff – This gives a charge per period of £20.00

So allow £20 per period requiring cover for each member of staff accompanying the trip/event - eg a member of staff on a full day time-table would cost £120 (Mon-Thurs) or £100 (Fri).

#### **3 – Letters to parents – financial information to include**

- Please clearly state the full cost of the trip/event and include a sentence about school contribution for families in financial difficulty eg *“for those students whose families may be struggling financially the school may be able to make a contribution towards this cost – please contact the school direct to discuss this with the trip leader.”*
- With all trips and events which incur an additional cost and charge, the school has to ensure financial viability, which in some instances may lead to trips being cancelled.