Penwortham Primary School

School Journey Policy

Article 29: Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people

Last Review Date: June 2016
Next Review Date: June 2019

Signed: .................................................. Date: ........................................
Chair of Governing Body

Signed: .................................................. Date: ........................................
Headteacher

Signed: .................................................. Date: ........................................
Chair of Committee
PENWORTHAM PRIMARY SCHOOL

Annual School Journey Policy – Residential

**Spring Term / Summer Term (as bookings permit)**

School Journey is intended to enhance curriculum work for pupils, and be an all-round educational and social experience for all participating.

It is to be self-financing with a separate account of expenditure kept. An end of school journey statement will be provided the month following the end of the journey.

The cost will vary year on year, but aims to be within the range of £200 - £280 for a 4-day journey.

The venue will possibly change year on year. Currently, we are using PGL based in Osmington Bay, Dorset.

Governors will authorise each journey at least two terms in advance of each journey, unless exceptional circumstances prevent this from happening within the time scale.

Grants are awarded for the trip if families are in receipt of Family Income Support / Family Tax Credit / child is in receipt of Free School meals. The whole cost for these children / families is paid by the school.

For low-income families, additional assistance may be awarded up to a maximum of one third of the cost paid by the school, with the family having to pay two thirds of the cost.

Proof of income will be required and a decision made following interview with Headteacher.

Payments can be made by instalments – contribution cards will be organised by the Office.

This Policy will be reviewed annually.
PENWORTHAM PRIMARY SCHOOL

APPLICATION FOR GRANT FOR SCHOOL JOURNEY

You qualify for a Grant towards the cost of Residential School Journey for your child(ren) if you receive one of the following benefits from the Benefits Agency.

- Income Support (IS)*
- Income-based Job Seeker’s Allowance (IBJSA)*
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit, and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit ‘run-on’ – the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit.

Notes

- Children who receive (IS) or (IBJSA) in their own right are also eligible to receive a grant towards the cost of Penwortham’s Residential School Journey.

- Parents/Guardians who are in receipt of Child Tax Credit and have an annual taxable income in excess of £16,190 are not eligible to receive a grant towards the cost of Penwortham’s Residential School Journey.

- Parents/Guardians who are in receipt of Pension Tax Credit and have an annual taxable income in excess of £16,190 are not eligible to receive a grant towards the cost of Penwortham’s Residential School Journey.

NB – Parents/Guardians who are in receipt of any element of Working Tax Credit do not qualify for a grant.

School Journey Grants are only authorised for one Residential School Journey at a time. You must therefore re-apply for every Residential trip. If your financial circumstances change you must notify the school immediately.

Please complete the attached form and return it to the school office as soon as possible.
PENWORTHAM PRIMARY SCHOOL
APPLICATION FORM FOR A SCHOOL JOURNEY GRANT

**Pupil’s Details**

| First Name | | | | |
| Surname | | | | |

**Pupil’s Date of Birth**

D D M M Y Y Y Y

**Parent / Carer Details**

| First Name | | | | |
| Surname | | | | |

**Parent / Carer’s Date of Birth**

D D M M Y Y Y Y

**National Insurance Number**

: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**OR**

**NASSS Reference Number**

: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Declaration**

I declare that the information I have given here is true and complete, and I agree that I will inform the school of any changes to my financial circumstances. I also understand that failure to do so may result in my repaying the full cost of the residential school journey from the date of change.

I agree that you will use the information I have provided to process my claim for a grant towards the cost of the residential school journey and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

I understand that the results of any eligibility check may also be used to assess my entitlement to further ‘benefits’ should they be appropriate.

Parent / Carer’s Signature : ______________________________   Date : ________________

⚠️ WARNING : The Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within it’s Authority for the prevention and detection of fraud. It may also share this information with other bodies solely for these purposes.

**School Use Only**

Information checked by _______________________________ Position ____________________

Information sent to Children’s services on : ________________________________ (Date)

Response received on : ________________________________ (Date)

Eligibility confirmed ☐

Non eligibility confirmed ☐

Date : ____________________        Signed : _______________________________________________