



## **Urmston Grammar - Trip Payment Agreement**

Urmston Grammar School firmly believes that educational trips and visits form an important aspect of students' academic education and personal development. For this reason, we aim to offer students with a range of opportunities to extend their learning beyond the classroom during their time in secondary school.

There is a financial cost for the majority of school trips and visits. This document is for Parents and Carers to clearly communicate Urmston Grammar School's expectations regarding payment for educational trips and visits.

### **Pupil Premium Funding and 16-19 Bursary**

Some students in Year 7-11 qualify for 'Pupil Premium' funding, and some students in the Sixth Form qualify for the 16-19 Bursary. Payment for many educational trips and visits **cannot** be from this funding. Where Pupil Premium or 16-19 Bursary funding **can** be used to cover the cost of an educational visit, it will be clearly indicated in the letter providing details of the trip.

### **Day Trips**

For single-day trips it is expected that payment is made in full when signing up for the trip. Once payment is made and a place is confirmed, if a student withdraws from the trip a refund will only be provided if the place can be filled by another student.

### **Residential and International Trips**

Residential and international trips are, by their very nature, more expensive. For this reason, payments are typically spread over multiple instalments.

After a place is confirmed on a trip for a student, by paying the initial deposit parents/carers are agreeing to meet the payment schedule as outlined in the trip letter. It is particularly important that the final balance is paid as per the date indicated as this will align with when Urmston Grammar School must make final payment to the trip provider/tour operator. In the event that the final balance for a student is not paid by this date, any late payment fees the school receives from the tour operator will be passed on to the relevant parent(s)/carers(s). Any students who have not paid in full before the last full school day before the trip departs will not be allowed to attend and will not receive a refund unless the reason for withdrawing from the trip can be claimed on the school travel insurance.

After any payment(s) towards the cost of the trip are made, if a student withdraws from the trip, a refund will only be provided if the place can be filled by another student. Where there are no students on the trip waiting list, or the student withdraws only shortly before the trip departs, this may mean any payments already made are forfeit.

If, after any payment(s) towards the cost of the trip are made, a parent/carer finds the remaining cost of the trip is not manageable, please contact the school as soon as possible to discuss whether spreading payments over a longer timeframe is viable (though full payment will still be needed before trip departure). If this is not feasible, the student's place on the trip will be withdrawn and any payments already made will be forfeit unless a replacement can be found. For this reason, it is recommended to raise any issues regarding payment as soon as possible to minimise the risk of payments being forfeit.

Many thanks to parents and carers for following these details in this agreement.