



THE ROCHESTER GRAMMAR SCHOOL
HEADTEACHER: MS D SHEPHERD B.A. (Hons) M.A. NPQH
A combined Mathematics/Computing and Music Specialist School

Policy Statement for Financial Support for Trips and Educational Visits

Statement:

As far as practically possible, children and young people should not be excluded from taking part in trips and visits organised by the school due to financial costs. However, available funding is limited and therefore the criteria for accessing financial support should be clear, transparent and equitable.

1. Any educational visit where financial support will be considered must be part of the actual curriculum and its assessment. That is if a child or young person were not able to undertake the visit, she/he would be disadvantaged in that they would not be able to fairly access any test or assessment in a given subject. Any educational visit which is of an enrichment, additional or extra-curricular nature will not come under the remit for financial assistance.
2. All applications for financial support must be made directly to the Headteacher, or in her absence, the Business Manager, in advance of the visit.
3. To be eligible for assistance the parent/carer must be able to prove that they are in receipt of the following benefits:
 - a. Income Support (IS)
 - b. Income Based Jobseekers Allowance (IBJSA)
 - c. Support under part VI of the Immigration and Asylum Act 1999
 - d. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09)
 - e. The guarantee element of State Pension Credit, and
 - f. An income related employment and support allowance that was introduced on 27 October 2008
4. In cases of hardship where the above criteria are not met, the Governing Body would be prepared to take payment in instalments, even when full payment is not received by the date that the visit takes place, or would consider any individual application on its own merit.

In cases where there are insufficient funds for an educational visit to take place, it may be cancelled.