

## Requesting financial contributions for an educational visit

These are suggested paragraphs regarding payment for school visits that visit organisers might wish to adapt and include within a letter to parents/guardians (N.B. the costs quoted below are fictional examples and for demonstration purposes only):

### The value and importance of educational visits

Learning outside the classroom is widely recognised as a valuable and effective means of extending pupil knowledge, enriching pupil understanding, and promoting personal and social development. Ofsted also acknowledge the importance of quality learning experiences outside the classroom for raising pupil attainment. Consequently, this school promotes and encourages the organisation of educational visits for all its pupils, and it is hoped that parents will also recognise the value and importance of these visits, and give their full support.

### Cost of the Visit

The school believes wholeheartedly in the value of these experiences, and subsidises the cost of all visits as much as possible in an attempt to ensure that these opportunities are accessible and affordable to all. However, the school seldom has the financial resources to pay the full costs. Consequently, a voluntary contribution is normally requested from parents/guardians to make up the shortfall. This contribution is genuinely voluntary, and neither you nor your child will be treated differently if you are unable or choose not to contribute. **However, please note that without all such voluntary contributions, this visit may have to be cancelled, as the school is not in a position to provide further financial support. Please regard this as an important investment in your child's education.**

<b>Total cost per pupil</b>	<b>£230</b>
<b>School contribution (per pupil)</b> (towards cost of transport, instruction, entrance fees, and activities)	<b>£50</b>
<b>Parental contribution towards cost of accommodation (board and lodging)</b> (N.B. this payment is NOT required by parents/guardians who are on benefits that entitle their children to free school lunches)	<b>£140</b>
<b>Additional voluntary contribution requested from parents /guardians</b> (towards cost of transport, instruction, entrance fees, and activities)	<b>£40</b>
<b>Payment requested from parents/guardians who are not on benefits</b>	<b>£180</b>
<b>Payment requested from parents/guardians who are on benefits</b>	<b>£40</b>

Alternatively (if you prefer not to specify the school's contribution)...

<b>Total cost per pupil (following school subsidy)</b>	<b>£180</b>
<b>Parental contribution towards cost of accommodation (board and lodging)</b> (N.B. this payment is NOT required by parents/guardians who are on benefits that entitle their children to school lunches)	<b>£140</b>
<b>Additional voluntary contribution requested from parents /guardians</b> (towards cost of transport, instruction, entrance fees, and activities)	<b>£40</b>
<b>Payment requested from parents/guardians who are not on benefits</b>	<b>£180</b>
<b>Total payment requested from parents/guardians who are on benefits</b>	<b>£40</b>

I do hope that this visit is able to proceed, but please contact me as soon as possible if you have any queries or concerns, or if you feel unable or unwilling to make the above payments.

I agree for my child \_\_\_\_\_ to participate in ....etc

I have included a cheque for the following amount (made payable to.....) in payment for the visit: