

# School Journey Grants Policy

## West Hill Primary School



Approved by:

Date:

Last reviewed on: November 2018

Next review due by: November 2020

All applications for assistance with the cost of a school journey are assessed in a positive and supportive manner; this is in recognition of the fact that it is highly unlikely that a family will approach the school for support if it is not genuinely needed.

As an inclusive school, West Hill strives to involve as many children as possible in enrichment activities such as school journeys.

When deciding on whether a family is entitled to assistance we use the criteria for awarding Free School Meals (amended April 2018). Eligibility is considered for parents or carers who are in receipt of at least one or more of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Proof of receipt of any of the above must be produced to the school Senior Admin Officer and a photocopy must be attached to the accounts for the journey.

The grant can be a maximum of 50% of the cost of food, accommodation and transport for the trip.

There may be other cases in addition to the criteria listed above where a grant is awarded. This is when the Head teacher refers a family for assistance. In those cases written justification for the decision needs to be placed on record and the action taken reported to the next meeting of the Governors' Finance Committee (whilst observing confidentiality). All non-eligible applications will be considered by the head teacher.

A summary of school journey accounts should be presented to the Governors' Finance Committee within one term of the completion of the school journey.