



## Payment for Enrichment Opportunities at Honywood

Our Enrichment programme is designed to be inclusive to all our learners, irrespective of social or financial circumstances. To enable families to budget for our trips and visits we do the following:

- Give notice where possible in a timely manner of upcoming costs
- Ensure that competitive quotes are obtained so that we are using providers with the best service/cost available
- Offer support to families in financial difficulties by arranging extended payment plans when requested

### Day trips and visits:

We will endeavour to give enough notice for day trips and visits. However, if an opportunity arises which we feel would benefit learners in their education, cultural and social capital development, there may be less time available to give notice. Families will receive a letter by email outlining the trip including arrangements and the cost.

- Trips with a cost of under £45 will be required as a single payment. (we can look at individual circumstances to arrange for a payment plan where families are facing financial difficulty)
- Trips over £45 will be broken into instalments for families to support budgeting
- All trips include a Parentpay charge which is non refundable should you withdraw from the trip
- Regular email reminders for payment will be sent to the email address provided on SIMS. Please ensure we have the correct email address on our system
- Withdrawing from a trip does not guarantee a refund. This will depend on how close to departure the withdrawal is made. In most cases, the school is required to make a payment in advance. The deadline for payments will be published in the letter sent to families informing them of the enrichment opportunity.
- Should you withdraw from the trip and If we are able to allocate your space to another learner, we may then be able to refund the cost of the trip, minus the Parentpay charges (1.275% of the payment)
- If payment is not received by the deadline and no extended payment arrangement plan is in place, your child will not attend the trip and alternative education will be provided in school for the day

### Residential Trips and Visits

We offer a wide range of residential visits to learners at Honywood, usually these take place during the first week of July during our calendared Enrichment Week. Occasionally subject specific residentials may be offered at other points in the year.

- We will endeavour to give sufficient notice to families of the residential opportunity, for example, we will write to our new C7 families in September to offer their residential experience in the following July
- A payment plan will be outlined to families in the initial letter, along with specific targets for payments. With residential visits, we have interim and final payment deadlines to make and therefore require the funds on place to meet the commitment
- The initial deposit is non-refundable and this will be made clear in the initial letter home. Parentpay charges are also non-refundable
- Reminder emails will be sent home to families using the email contact address we have on SIMS, please ensure this is up to date
- Full payment must be made by the deadline given. If payment is not made and no extended plan is in place, your child will be withdrawn from the trip and alternative education will be provided in school



- Should you choose to withdraw your child, a sliding scale of funds available to be returned will be outlined. For example, if you withdraw your child four weeks before the trip, no monies would be refundable as the trip will have been paid in full. Each provider has their own terms and conditions and these will be made available at the time of booking and paying the deposit
- Should you withdraw from the trip and we are able to replace your child, we will then review the funds available to refund to you. In the initial deposit and Parentpay charges are non-refundable.
- If your child is unable to attend the visit due to medical reasons, a doctor's note is required so that we may process a refund through our insurance company on your behalf

#### **Clarification on the use of Pupil Premium**

Pupil premium funding cannot be used to cover the cost of trips and visits.

For more information on how Pupil Premium is used please visit our website:

<https://www.honywoodschool.com/pupil-premium>

#### **Looked After Children and funding for trips and visits**

Looked after children may have the cost of their trip covered by the LA funding. This is arranged through their PEP at the beginning of each year and assessed by the Virtual Headteacher in conjunction with the school and the carers.