



Monday 27th March 2023

Dear parents/carers,

Over the past 12 months we have increased the amount of residential experiences that our school offers. Our planned events for 2022/2023 can be seen below:

Year group	Where?	When? (2022/2023)	Parent/carer financial support needed for experience?
1	School hall	Friday 25 th November 2022	No
2	School field	Friday 12 th May 2023	No
3	Low Bank Ground	Friday 24 th March – Sun 26 th March 2023	Yes
4	Low Bank Ground	Tuesday 2 nd May 2023 – Friday 5 th May 2023	Yes
5	Brathay Hall	Monday 6 th February 2023 – Friday 10 th February 2023	Yes
6	London	Thursday 15 th June 2023 – Friday 16 th June 2023	Yes

We envisage that this offer will be in place each year from now on. As you can see with our Year 3 – Year 6 experiences, financial support from parents/carers is required. In each of these cases, funds from St. George's Central have been used to support these trips (the price you pay is always a lot less than the actual cost of the trip). With the Year 3 – Year 6 residentials, St. George's Central must follow strict payments dates so that venues are able to meet their own costs. Please see the information below, in italics that was recently approved by our full governing body, as part of our Educational Trips and Visits Policy:

Cancellation of place on a paid Residential Trip/Visit

It is our view that residential trips/visits should be an essential part of every child's life. They provide the children with an opportunity to spend some time away from home, in a different environment and can support children in their development of relationships with others. These shared experiences can form the start of lifelong friendships.

Our school budget is used to financially support all residential trips/visits at St. George's Central CE Primary School and Nursery. Parents/carers with children entitled to free school meals could be eligible for a subsidy. If you feel that you may be entitled to some sort of subsidy in relation to one of our residential trips/visits, we ask that you contact our School Business Manager, Mrs Smith at the earliest opportunity, either by phone, letter or appointment. You may rest assured that all information will be treated in confidence.

*Parents/carers must notify school in writing should they wish to cancel their child's place on a residential trip/visit. Before any child's place on a residential trip/visit is cancelled, a meeting will take place with **parents/carers, the child and Mr Grogan**.*

After the meeting, should a place on a residential trip/visit be formally cancelled by parents/carers, then the following charges will apply:

- *Where notice of cancellation is received by school **over 60 days prior to the residential**, the cancellation fee shall be the deposit (£30).*
- *Where notice of cancellation is received by school **within 60 – 31 days of the scheduled residential**, the cancellation fee shall be 50% of the total cost.*
- *Where notice of cancellation is received by school **within 30 – 8 days of the scheduled residential**, the cancellation fee shall be 75% of the total cost.*
- *Where notice of cancellation is received by school **within 7 days of the scheduled residential**, the cancellation fee shall be 100% of the total cost.*

Children will naturally feel a lot of emotions in the build up to, and whilst attending a school residential trip/visit – this is to be expected. The earlier children have these experiences in their life, the more confident they will be, and this will help them excel in the future.

'Never settle for less than your best'

As part of the same policy, we formalised and agreed the approach that we would take with these trips and visits. To ensure consistency with each experience, the following will take place:

Process for a Residential Trip/Visit

For all paid residential trips and visits, the following time scales will be followed:

- At least **four months** before the residential trip/visit, a letter will be sent out to all parents/carers who have a child eligible to attend regarding a parent/carer information meeting about the trip/visit. The total cost of the trip/visit will be included in this initial letter.
- At least **three months** before the residential trip/visit the parent/carer information meeting will take place. Parents/carers present at the meeting will receive:
 - a residential trip/visit agreement letter – **see Appendix 6 – Appendix 9 of policy.**
 - an information sheet outlining the main bullet pointed information regarding the trip/visit.
 - a medical form to complete.

For some residential trips/visits, additional information may be provided.

Parents/carers who are unable to attend the parents/carers meeting will receive any information on the following day.

- At least **one month** before the residential trip/visit, an information meeting for the children will take place with all staff attending the residential trip/visit present.

Click the link below to view the full version of the Educational Trip and Visits Policy that was approved:

<https://www.saintgeorgescentral.wigan.sch.uk/Documents/Policies/23/Educational%20Trips%20and%20Visits%20Policy%202023.pdf>

The terms and conditions with regards to the cancellation of a place on a residential trip/visit and the approach we will take are now fully in place, but will only be fully operational once the 2023/2024 cycle of residential trips and visits starts with the following parents/carers meetings already planned to take place in the new school year for current Year 4 and current Year 5 parents/carers:

Date	Event
Wednesday 13 th September	Meeting for Y6 parents/carers re: Y6 residential trip to London – 6:00pm start
Wednesday 20 th September	Meeting for Y5 parents/carers re: Y5 Residential trip to Brathay Hall – 6:00pm start

May I take this opportunity to publically thank our staff, who volunteer to attend all of these experiences, away from their families, without any additional financial benefit. Without them, we could not have all these trips in place.

Should you have any questions, then please do not hesitate to contact me in school.

Yours sincerely



Mr M Grogan
Headteacher

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12