Holywood Steiner School

Parents & Friends Association

Trips, Visits, Events & Experiences Funding Policy

Charity No. 109115 • Registered with Parentkind

1. Purpose

This policy governs how the PFA funds school trips, visits, events, entry fees, and one-off experiences for pupils at Holywood Steiner School. It applies to all requests from staff where the PFA is asked to pay for, or contribute to, the cost of an activity rather than a physical item.

This policy exists to:

- Ensure that PFA-funded trips and experiences are open to and benefit the pupils they are intended for.
- Protect the PFA's charitable funds from misuse or waste.
- Create a clear and fair framework that requesters understand and agree to before any funding is released.
- Maintain a simple record of what has been funded and its impact, to share with the school community.

2. Scope

This policy applies to any request where the PFA is funding, in whole or in part, a trip, visit, event, entry fee, or experience. This includes but is not limited to:

Included
School trips and outdoor learning days
Museum, theatre, and venue entry fees
Visiting speakers, workshops, or performers
Transport costs for a funded trip
Contribution towards a residential trip

Excluded
Items or equipment (see Equipment & Materials Funding Policy)
Individual pupils' personal spending money
Staff training, courses, or CPD (see Staff Training Fund Policy)
Costs the school has a statutory duty to fund
Trips already fully funded by parents or the school

3. Eligibility & Conditions for Funding

For a request to be considered under this policy, all of the following must apply:

1	The trip or experience must be for the benefit of pupils at Holywood Steiner School, during school hours or a school-organised activity.
2	The request must be submitted and approved before any booking is confirmed or deposit paid.
3	The activity must be open to all pupils in the relevant class, group, or year, regardless of ability to pay.
4	The school must not have a responsibility or existing budget to fund the activity itself.
5	Where the total cost is over £300, the requester must provide a written cost breakdown from the provider (venue fee, transport, per-pupil cost, and number of pupils).
6	Where the total cost is over £750, the requester must show that comparable options were considered, where a genuine alternative exists.

4. Use & Attendance Requirement

All PFA-funded trips events, and experiences must benefit the pupils they were funded for. This means:

- Funding must be used for the named group, class, or year identified in the request.
- No pupil should be excluded from a PFA-funded activity due to their family's ability to contribute.
- If a trip is cancelled or reduced in scope, any unused funds must be returned to the PFA.

Important
If a PFA-funded trip or activity does not go ahead as described in the request, or funds are used for a different purpose than agreed, the PFA reserves the right to request a full account of spending or reimbursement.

5. Reporting

Unlike equipment funding, trips and experiences are one-off, so reporting is a single summary rather than a termly cycle.

5.1 What to submit

- A brief summary (two or three sentences) of the trip or activity and its benefit to pupils.
- At least one photograph suitable for sharing with the school community, where appropriate.
- Confirmation of final cost, if it differed from the amount approved.

5.2 How and when to submit

Reports should be sent to the PFA by email at pfa@holywoid-steiner.co.uk within two weeks of the trip or activity taking place. All photographs must comply with the school's photography and safeguarding policy, with appropriate consent in place before including identifiable images of children.

6. Non-Compliance

Where a recipient fails to meet the obligations set out in this policy, the following steps will be taken:

Step	Action
Missed report	Friendly reminder from the PFA within 5 working days of the deadline.
No response within 10 days	Formal written notice that continued non-compliance may affect future funding eligibility.
Funds used for a different purpose	Written request for explanation. If unsatisfactory, the PFA may request reimbursement.
Repeated or serious breach	Named requester placed on funding suspension. Matter referred to school management if appropriate.

7. Trip Register

The PFA will maintain a simple register of all trips and experiences funded under this policy. The register will record:

- Trip or activity name and description.
- Date and cost.
- Named requester and group/class/year benefiting.
- Report received (yes/no) and date.

The register will be reviewed at each AGM and a summary shared with the school's board of trustees annually.

8. Policy Review

This policy will be reviewed annually at the PFA AGM. The Committee may make interim amendments by majority vote, which must be minuted and communicated to the school community.