



Billingshurst Primary Academy

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Ambition
Belonging
Courage

15th July 2025

Enrichment and Trip Contributions

Dear Parent and Carers,

We are writing to let you know about an important change to how we manage payments for school trips and enrichment activities throughout the academic year.

From the start of the next academic year, we are introducing a new system where we ask parents and carers to make a single, upfront **voluntary donation of £30 per child** at the beginning of the school year. This contribution will cover the cost of all day trips, visitor experiences, and other enrichment activities planned for the year. Please note that this does not include the Christmas pantomime, Young Voices and overnight residential trips, which will continue to be communicated and costed separately.

Payments will be made through **ParentPay**, and the item will be listed as a **voluntary donation**. If, for any reason, the full amount is not required—for example, if certain trips do not go ahead—we will either **offer a refund** or give families the option to **roll over the balance to the following school year**.

We understand this may come as a surprise, and we appreciate that it represents a change from how things have been done in the past. However, we believe this approach offers several advantages:

- It significantly reduces the administrative burden on the school by avoiding multiple requests for small payments throughout the year.
- It helps us plan more effectively and ensure that all children have access to the same enriching experiences.
- It eases the pressure on parents by avoiding last-minute costs and creating greater transparency.

We want to stress that this contribution is a **voluntary donation**, and no child will be excluded from activities based on their ability to contribute. That said, if we are unable to raise sufficient funds through donations, it may unfortunately mean that some trips or experiences will not go ahead.

If your family is facing financial difficulty and you feel unable to contribute at this time, please don't hesitate to get in touch with the school in confidence. We are committed to supporting all our families as best we can.

We would also like to take this opportunity to thank **The BPA Bees**, our dedicated parent association whose generous fundraising efforts will continue to support wider enrichment opportunities and school improvements throughout the year.

Yours sincerely

Ms Marion Ley



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