



Clare School Trips Programme

Grant guidance

Eligibility.....	2
Funding.....	4
Grant timeline	7
Safeguarding and risk assessments.....	8
Applying for a grant.....	8
Second stage application: for successful schools.....	11
Project delivery	14
Final report and evaluation	14

The Clare Duffield Foundation is providing a grant for schools to support student trips and experiences. We aim to:

- work with schools from specific **priority local authorities** in England (**Blackpool and Cornwall**) in order to maximise the impact of its

- investment in these geographic areas
- give schools the **funds and capacity to deliver a high quality programme of school trips** that children would otherwise not be able to access
- support a **wide range of curriculum and enrichment experiences** for every child in each participating school
- enable schools to **transform their current school trip offer**
- **build confidence and good-practice networks** in the longer-term.

In 2025-26 (the pilot year), the Foundation is funding 12 schools across Blackpool and Cornwall and an existing partner in Portsmouth. In year 2 of the programme (2026-2027), we will continue to support schools in Blackpool and Cornwall to embed work within these two regions and maximise the impact of the grant.

The Foundation is investing up to £1 million in total per year in the programme and we expect to fund between 8-10 schools per year. This may vary depending on the number of pupils on roll at each school.

Schools will receive 100% funding for their programme, and will be able to access advice, signposting and brokerage support from the Clore Duffield Schools Programme Manager.

All successful grant recipient primary schools will be expected to commit to six off-site trips a year per child for every child, and all successful secondary schools to three off-site visits a year per child for every child.

Schools could include trips to major regional and national museums, galleries, theatres, heritage sites, organisations or venues of national significance; to see or participate in live music, dance and drama productions or workshops; to try new activities such as kayaking, hiking, climbing; to visit major cities such as London, Manchester, Liverpool and Bristol and built heritage or industry and more rural places of interest or beauty, including the seaside and national parks.

School trip plans must be ambitious and offer a significant step-change in current school trips provision.

Eligibility

To be eligible to apply for the programme your school must:

- be based in one of our eligible local authority areas of Blackpool and Cornwall
- be a government-funded school – your school must not be a fee-paying school

- have **28%** or more free school meal eligible students
- Have 100 pupils or more on roll*
- Not have received School Trips Grant funding previously
- commit to six off-site trips a year per child for every child in your school (primary schools), and/or to three off-site visits a year per child for every child in your school (secondary schools)

Schools with a poor Ofsted rating will be expected to demonstrate that they have made significant progress on their improvement journey in order to be in a position to benefit from the grant.

Special Schools, Pupil Referral Units (PRUs) and Alternative Provision Academies will not be eligible to apply for this grant. However, ARBs (Area Resource Base) within a school may be considered in the funding, as part of the 6 or 3 trip plans for all students.

About our priority local authority areas: Blackpool and Cornwall

The Clore Duffield Foundation has chosen to deliver this programme in **one urban** and **one rural area** and has chosen these locations based on a range of factors. Our research has shown that **schools in areas experiencing deprivation**, and **areas without good, free, transport links** are most in need of additional investment to give children a broad and rich set of experiences.

We are therefore inviting schools in **these local authority areas only** and **who have not previously received School Trips Grant funding** to apply for funding.

- **Blackpool Council – list of schools in Blackpool**
- **Cornwall Council – list of schools in Cornwall**

***Note on size of school**

Schools with under 100 pupils on roll are not eligible to make an individual application for funding. This is so that we can maximise the impact of the grant. However, schools with under 100 pupils on roll could consider making a joint application with another school that meets the eligibility criteria. The combined total of pupils must exceed 100. We would welcome this approach to the grant and are keen to support school collaboration to deliver an enriching trips programme.

Schools wishing to make a joint application should contact the Schools Programme Manager for more information – schools@cloreduffield.org.uk

What will schools commit to?

- Primary schools commit to six off-site trips a year per child for every child
- Secondary schools commit to three off-site visits a year per child for every child
- All-through schools commit to six off-site trips a year per child for every child in Key Stage 1 and 2 and three off-site trips a year per child for every child in Key Stage 3, 4 and 5 (if applicable)
- Headteachers need to have read, approved and endorsed the application, and agree to oversee and support the trips programme
- A member of SLT will lead the programme (the Grant Programme Lead)
- The school agrees to participate in the evaluation of the programme, including:
 - An online Theory of Change workshop with the Grant Programme Leads
 - Initial interview the Grant Programme Lead
 - Baseline and endline surveys for all pupils and any staff leading the trips
 - Post-trip surveys for pupils and staff
 - Headteacher and Grant Programme lead participate in an online evaluation workshop with the Grant evaluator at the end of the funding programme
- Providing at least one image of each class on a trip with permission for the Clore Duffield Foundation to use for press and marketing purposes
- Closely tracking expenditure and providing updates to the Clore Duffield Schools Programme Manager when required

Funding

Amount of grant available: indicative only as will depend on the size of school

- £6,357 per class/form group at Primary school level (six visits a year) multiplied by the number of classes/forms in your school. E.g. a two-form entry Primary school with 14 forms across all years could apply for up to £89,000 for a one year programme.
- £3,441 per class/form group at Secondary school level (three visits a year) multiplied by the number of classes/forms in your school. E.g. a Secondary school with 53 form/classes in total across all years could apply for up to £183,000 for a one year programme.

The grant has been designed to fund 100% of the costs of school trip

programmes for every child in the school and does not require match-funding from schools.

90% of the grant will be released to the school on agreement of their School Trip Programme document and budget.

Schools will be expected to cash-flow the outstanding 10% of funds until the final payment.

The final 10% of the budget will be released when:

- the programme of visits is complete
- schools have submitted a final financial report with evidence of spend
- the Foundation receives a report that details how well learning objectives were achieved for each trip
- students and teachers have completed evaluation as detailed above
- one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use for press and marketing purposes has been provided

Eligible grant costs

- transport
- a small proportion to cover supply teacher or admin time to arrange the trip
- teacher cover required to run the trip
- additional staffing cost to attend and support the trips
- tickets and workshops to high quality, curriculum linked programmes for schools. The School Programme Manager, Clore Duffield Foundation can advise how to access high-quality programmes for your visits.
- refreshments
- CPD to support teachers to select and run high quality visits. The School Programme Manager, Clore Duffield Foundation can advise how to access this
- Teacher recces within reason for planning purposes. Overnight stays to large cities are not covered.

We will not fund:

- theme park visits
- trips to professional sporting fixtures
- residentials (costs of overnight stays where necessary may be

considered, for example to facilitate a visit to London from Cornwall)

- inter-school team sports events and competitions
- trips to universities or careers fairs
- trips outside the United Kingdom
- first aid training
- outdoor clothing required for school trips, although it may be considered if it would prevent any pupils going on a trip
- forest school training for onsite school delivery
- trips to swimming classes

Grant timeline

22 September 2025	Grant applications open
13 & 14 October 2025	Online information webinars with Q&A
28 November 2025	Grant applications close at 18:00
w/c 9 February 2026	Successful schools invited to second stage of application
2 March 2026	50% of Stage 2 planning to be completed & mid-point Review meetings with CDF Schools Programme Manager w/c 2 March 2026
20 March 2026	School Trip Programme and Budget documents deadline
May 2026	Confirmation of grant
September 2026 to July 2027	Delivery of school trips

Safeguarding and risk assessments

All schools are expected to follow government guidance, their own Education Visit procedures, and to undertake thorough and comprehensive risk assessments and safeguarding through this process. The Foundation does not support or endorse the offer of any specific partner or provider, nor is it liable in any way for anything that may occur over the course of this programme.

Applying for a grant

Check that you are eligible

To be eligible for the programme your school must:

- be based in one of our eligible local authority areas of Blackpool or Cornwall
- be a government-funded school – your school must **not** be a fee-paying school
- have over **28%** or more free school meal eligible students
- Have 100 pupils or more on roll
- Not have received School Trips Grant funding previously
- commit to six off-site trips a year per child for every child in your school (primary schools), and to three off-site visits a year per child for every child in your school (secondary schools)

If you'd like to talk through your application before you submit it, or if you are not sure if you are eligible, you can contact the Clore Duffield Schools Programme Manager at schools@cloreduffield.org.uk, who can answer any questions that you might have.

Please note – schools that applied last year but were unsuccessful and would like to apply again this year must submit a new application form.

Fill in the application form and submit it by 18:00 on Friday
28th November 2025

The form will ask you for some details about your school:

1. School name
2. School postcode
3. School local authority (drop down list of priority areas: Blackpool, Cornwall)
4. Type of school (primary, secondary, infant, junior, sixth form college, all through school) Special Schools, Pupil Referral Units (PRUs) and Alternative Provision Academies are not eligible to apply for this pilot grant.
5. The Multi Academy Trust or Federation your school belongs to (if applicable)
6. Name of Headteacher
7. Named SLT member who will be the grant contact
8. SLT member job title
9. SLT member email
10. SLT member contact telephone number
11. Name of Education Visits Co-ordinator
12. Size of school (total pupil numbers and form entry)
13. Percentage of children in receipt of Pupil Premium funding
14. Percentage of children eligible for free school meals
15. Percentage of children with special educational needs and disabilities (SEND)
16. Ofsted rating and year assessed
17. Secondary only: Progress 8 score

You will also be asked write a short statement, answering the following questions:

Tell us about your current school trips programme. How will this grant transform your current school trip provision? How would the programme of school trips help you deliver your school curriculum and any wider school ambitions and priorities?
(500 word limit)

When writing your statement you should consider the following prompts:

- What your current school trip provision consists of (we are asking for the headlines here, and not the detail)
- Why are you applying for this grant?
- What you want to change in the short, medium and long-term for the children and teachers?

- How this grant will help you to make this change?

The Foundation will use this statement to help inform our decision making. We will decide on a final cohort of schools within our priority areas and within the funding envelope of the programme.

You will be asked to confirm that:

- the school/s is/are able to claim the final 10% of the grant after completion of the trips.
- you agree to offer three/six trips per child every year with the funding
- your Headteacher/s confirm/s they have read, approved and endorsed the application and agree to oversee and support the trips programme

If you are successful in your first stage of application then you will be contacted by the Clore Duffield School's Programme Manager by w/c **9 February 2026**.

If your school has fewer than 100 pupils on roll and you are interested in making a joint application with another school, please contact the Schools Programme Manager at schools@cloreduffield.org.uk

Second stage application: for successful schools

At second stage application all schools who are invited and submit a school trip programme and budget that meets our guidance will receive a grant.

You will be asked to put together a one-year School Trip programme and budget that meets the eligible grant costs and criteria for trips set out below.

Schools will be encouraged to plan ambitious and high-quality programmes that enable a step-change in provision of school trips. Trips should be to venues, organisations or locations with national significance. Venues and organisations considered for school trips should offer reputable programmes for schools that enrich the curriculum.

We will provide a template document to help you plan your programme and budget and the Schools Programme Manager will be available to help and answer queries.

You will also be provided with case studies of school trip plans from Year 1 schools to help with planning your programme of trips.

Note on learning objectives

For each trip you will be asked to write a short paragraph which sets out the learning objectives for that visit (similar to that used by your school trip management programmes).

You will be asked to tell us how well these trips met their learning objectives as part of the final evaluation of the programme. You and your school will not be judged on how well they delivered – we are interested to hear and capture your learning and feedback on the provision.

This grant programme supports two kinds of trips:

- **off-site curriculum trips** that support curriculum learning, e.g. a visit to a local castle or forestry commission site to support your science or geography curriculum
- **off-site enrichment trips** which support cultural capital and offer wider life- experiences to children e.g. theatre, zoo, or seaside trips.

When putting together your yearly trips programme we advise you **to choose trips and experiences from a menu of quality providers**. We would also like schools to consider trips that wouldn't normally be possible or that you would like to do but haven't tried before.

We recommend that you look at the following websites to provide examples of high-quality school visits:

- [Learning Outside the Classroom \(LOtC\) accredited organisations](#),
- the [Arts Council England National Portfolio Organisations list](#),
- the [Accredited Museums list](#)
- [Sandford Awards list](#)

You may be able to access help and support from other partners in putting together your School Trips Programme. For example, the Outdoor Education Advisors Partnership (OEAP) has a [network of Advisors](#) in every local authority. They may already have a relationship with your Education Visits Co-ordinator.

Although this grant is for schools based in our two grant areas, schools do not have to be restricted in the location of their trips – trips can be to anywhere in the United Kingdom. We encourage schools to use this programme as a way of broadening their existing partners and experiences, and their geographical footprint.

We expect applications to include a good mix of activities in their programme; exploring nature, arts and heritage, participatory activities and live performance. Schools should consider trips:

- to major regional and national museums, galleries, theatres, heritage sites;
- to see or participate in live music, dance and drama productions or workshops;
- to try new activities such as kayaking, hiking, climbing;
- to visit cities and built heritage or industry and more rural places of interest or beauty, including the seaside and national parks.

What costs can be included?

- transport
- a small proportion to cover supply teacher or admin time to arrange the trip
- teacher cover required to run the trip
- additional staffing cost to attend and support the trips

- tickets and workshops to high-quality trip venues and organisations
- refreshments
- CPD to support teachers to select and run high quality visits. The School Programme Manager, Clore Duffield Foundation can advise how to access this

This grant has been designed to fund 100% of the costs of your school trip programme for every child in your school and does not require match-funding from schools.

We will expect all costs in the budget to be competitive and at market rate, and welcome examples of schools working in partnership with others to bring down costs for tickets or transport.

N.B. Your final report and the final 10% of funding will be contingent on you submitting actual costs against your estimates, so keep a detailed record of how your grant is spent. We suggest that you create a project code that can be used to track your outgoings.

We will not fund:

- theme park visits
- trips to professional sporting fixtures
- residential (costs of overnight stays were necessary may be considered, for example to facilitate a visit to London from Cornwall)
- inter-school team sports events and competitions
- trips to universities or careers fairs
- trips outside the United Kingdom
- first aid training
- outdoor clothing required for school trips, although it may be considered if it would prevent any pupils going on a trip
- forest school training for onsite school delivery
- trips to swimming classes

The Schools Programme Manager will contact you to arrange a meeting mid-way through the planning phase to talk through your trips plan and budget. They will offer any advice or support on strengthening the programme or connecting you with partners and will address any questions or concerns that the Trustees or Director may have.

On agreement of your programme document and budget we will release 90% of the grant to the school so that you can begin booking trips, tickets and transport. Your school will be expected to cash-flow the outstanding 10% of funding until the final payment, which will be made on project completion.

Project delivery

Throughout the delivery of your Programme, you can contact the Schools Programme Manager with any concerns or issues that arise.

Remember that you will be asked to submit a short paragraph on how well learning outcomes were achieved through the visit for each one that is funded by the grant, and make sure that you are filing these as you go.

We recognise that things may need to change or flex as your plan is put into place. If you need to make changes, then you can contact the Clore Duffield Schools Programme Manager to talk through alternative arrangements and get them agreed.

Evaluation

Initial Evaluation Interview

The Grant Programme Lead will be required to take part in an initial interview with the Grant evaluator at the beginning of the programme.

Trip Surveys

Students and teachers will be expected to complete surveys about the programme of trips.

End of Project Interview / Workshop

The Grant Programme Lead will be required to take part in an end of project interview / workshop with the Grant evaluator on conclusion of the project.

Final report

The final 10% of your budget will be released when:

- your programme of visits is complete
- you have submitted a final financial report with evidence of spend
- the Foundation receives a report that details how well learning objectives were achieved for each trip
- students and teachers have completed evaluation as detailed above
- the headteacher and Grant Programme Lead participates in an online reflection workshop with our evaluators on the process and experiences of this programme

- one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use for press and marketing purposes has been provided

Please do note that we are interested in really capturing the learning of the programme and are not asking you to only share your positive experiences during this evaluation phase.