



Clare School Trips Programme Grant guidance

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The Clare Duffield Foundation is launching a new 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 year one) in order to maximise the impact of its investment in these geographic areas
- give schools the funds and capacity to deliver a 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 its first, pilot year, the Foundation will invest up to £1million in total in the programme and expects to offer funding to between 8-10 schools across Blackpool and Cornwall and with existing partners in Portsmouth. Funding will initially be provided to schools for one school year.

Schools will receive 100% funding for their programme, and will be able to access advice, sign-posting and brokerage support from the Clare 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 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.

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 or be a school in Portsmouth with an existing partnership with the Clare Duffield Foundation
- be a government-funded school – your school must not be a fee-paying school
- have over 25% or more free school-meal eligible students
- 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)

Special Schools, Pupil Referral Units (PRUs) and Alternative Provision Academies will not be eligible to apply for this pilot grant.

About our priority local authority areas: Blackpool and Cornwall

The Clare Duffield Foundation has chosen to pilot this programme initially 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 to apply for this first round of funding.

- Blackpool Council – list of [schools in Blackpool](#)
- Cornwall Council – list of [schools in Cornwall](#)

What will schools commit to?

- Secondary schools commit to three off-site visits a year per child for every child.
- Primary schools commit six off-site trips a year per child for every child.
- All-through schools commit to six off-site trips a year per child for every child in Keystage 1 and 2 and three off-site trips a year per child for every child in Keystage 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 agrees to an initial interview with the Grant evaluator
- Headteacher, SLT lead, Programme lead and small group of students agree to a half-hour evaluation interview 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 Clare Duffield Foundation to use on their website

Funding

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

- £6357 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.
- £3441 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 schools' 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 receive a report that details how well learning objectives were achieved through each trip,
- schools submit a closing statement of 500 words that tells us whether and how their schools' trip offer has been transformed,
- the headteacher, SLT lead, Programme lead and small group of students completes a half-hour interview with our evaluators on the process and experiences of this pilot programme,



- one image of each Year Group on a trip with permission for the Clare Duffield Foundation to use on their website has been provided.

Eligible grant costs

1. transport
2. a small proportion to cover supply teacher or admin time to arrange the trip
3. teacher cover required to run the trip
4. additional staffing cost to attend and support the trips
5. tickets and workshops
6. refreshments
7. CPD to support teachers to select and run high quality visits. The School Programme Manager, Clare Duffield Foundation can advise how to access this

We will not fund:

- theme park visits
- trips to professional sporting fixtures
- residentials (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 outside the United Kingdom

Grant timeline

4 November 2024	Grant applications open
13 & 14 January 2025	Online webinar about the grant with Q&A
31 January 2025	Grant applications close
w/c 10 March 2025	Successful schools invited to second stage of application
2 May 2025	School Trip Programme and Budget documents deadline
May 2025	Confirmation of grant
September 2025 to July 2026	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

1. 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 or be a school in Portsmouth with an existing partnership with the Clare Duffield Foundation
- be a government-funded school – your school must not be a fee-paying school
- have over 25% or more free school-meal eligible students
- 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 Clare Duffield Schools Programme Manager at schools@clareduffield.org.uk, who can answer any questions that you might have.

2. Fill in the [application form](#) and submit it by 18:00 on the 31st January 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. Name of Headteacher
6. Named SLT member who will be the grant contact
7. SLT member job title
8. SLT member email



9. SLT member contact telephone number
10. Name of Education Visits Co-ordinator
11. Size of school (total pupil numbers and form entry)
12. Percentage of children in receipt of Pupil Premium funding
13. Percentage of children eligible for free school meals
14. Percentage of children with special educational needs and disabilities (SEND)
15. Ofsted rating and year assessed
16. 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 could 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 is 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 confirms 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 Clare Duffield School's Programme Manager by w/c 10 March 2025.



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.

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.

Note on learning objectives

For each trip you will be asked to send 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 recommend that you look at the following examples:

- [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 and schools in Portsmouth with an existing partnership with the Clare Duffield Foundation, 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?

1. transport
2. a small proportion to cover supply teacher or admin time to arrange the trip
3. teacher cover required to run the trip
4. additional staffing cost to attend and support the trips
5. tickets and workshops
6. refreshments
7. CPD to support teachers to select and run high quality visits. The School Programme Manager, Clare 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,



- residentials (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 outside the United Kingdom.

Once your School Trip Programme and Budget has been submitted to the Foundation, the Schools Programme Manager will contact you to arrange a meeting to talk it through.

They will offer any advice or support on strengthening the programme or contacting you with partners, and will address any 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.

Initial 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.

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 Clare Duffield Schools Programme Manager to talk through alternative arrangements and get them agreed.

Final report and evaluation

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
- we receive a report that details how well learning objectives were achieved through each trip
- you submit a closing statement of 500 words that tells us whether and how your schools' offer has been transformed.



- the headteacher, SLT lead, Programme lead and small group of students completes a half-hour interview with our evaluators on the process and experiences of this pilot programme,
- one image of each Year Group on a trip with permission for the Clore Duffield Foundation to use on their website 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.