Priory School
(Foundation)
Orchard Avenue, Slough, Berkshire, SL1 6HE
www.prioryschool.co.uk
Head teacher: Mrs H Foster

November 2026

Dear Parents and Carers,

Parental Contributions Towards School Trips and Workshops

At Priory School, we are committed to providing our children with a wide range of exciting opportunities and experiences that enrich their learning beyond the classroom. Educational visits, workshops and special events are an important part of our curriculum, helping to bring learning to life and creating memorable experiences for our pupils.

However, we would like to take this opportunity to clarify how these activities are funded and explain why parental contributions are so important.

When we organise trips and workshops that are funded through voluntary contributions, we ask parents and carers to contribute towards the cost. This wording is a legal requirement, in line with Department for Education guidance, and means that parents are under no obligation to pay. No child will be excluded from an activity simply because their parents are unable or unwilling to contribute.

Although contributions are voluntary, organising these activities involves costs which are not covered by the school's existing budget. We therefore rely on the generosity and support of families who are able to contribute to make these additional opportunities possible.

The contributions we request are calculated to cover the costs of providing the activity, including transport, admission fees and visiting workshop providers. The school does not make a profit from these contributions.

Unfortunately, we are increasingly finding that the contributions received do not cover the costs of the activities we organise. With school budgets already under considerable pressure, we simply cannot afford to continue subsidising these shortfalls.

We therefore ask that all families who are in a position to contribute do so. While contributions are voluntary, if insufficient funds are received and the school is unable to cover the shortfall through other funding, the trip or workshop will have to be cancelled for everyone. This would be incredibly disappointing, particularly as we know how much the children enjoy and benefit from these experiences.

Contact: Telephone: 01628 600300
office@prioryschool.com

We fully appreciate that some families may be experiencing financial difficulties, and we would never want a child's circumstances to prevent them from accessing these

opportunities. If you are concerned about the cost of a trip or workshop, please complete our Inclusion Support Application Form, available on the school website, or contact the School Office on 01628 600300 or at office@prioryschool.com. All requests will be treated sensitively, and we will consider what support may be available. You do not need to know whether your child receives pupil premium to ask for assistance.

We are very proud of the opportunities we offer our children at Priory and want to ensure that we can continue providing these valuable experiences. Your support and contributions make a real difference, and we are extremely grateful to the many families who regularly contribute.

Thank you for your continued understanding and support.

Kind regards,

Aimee Proffitt



Aimee Proffitt
Deputy Headteacher
Curiosity, Hope, Opportunity, Trust