



DURHAM
CATHEDRAL

Durham Cathedral School Bursary Terms and Conditions.

Version 2: May 2026.

1 Purpose of the Bursary

The Durham Cathedral School Transport Bursary (“the Bursary”) is designed to support schools with the cost of transporting pupils to Durham Cathedral for learning visits. The aim of the Bursary is to reduce financial barriers and ensure that pupils from all backgrounds can benefit from learning experiences at Durham Cathedral.

2 Eligibility Criteria

To be eligible for the Bursary, applicants must meet the following criteria:

- 2.1 The applicant must be a recognised school, academy, or educational institution (“the school”) as recorded on [Get Information about Schools - GOV.UK](#).
- 2.2 To be eligible to apply for the Bursary the school must meet the following criteria:
 - 2.2.1 The school is located within the Diocese of Durham (Darlington, Durham County, Gateshead, Hartlepool, South Tyneside, Stockton on Tees or Sunderland authority areas).

- 2.2.2 The school has an eligibility for free school meals of or above 33% as stated on [Get Information about Schools - GOV.UK](#).
- 2.2.3 The school is visiting for the purposes of participating in a guided activity organised and run by the Learning & Engagement team at Durham Cathedral.
- 2.2.4 Groups from the school have not visited Durham Cathedral in any capacity since January 2022. Examples of this are, but not limited to, guided activities organised and run by the Learning & Engagement team, diocesan school leavers' services, Durham Cathedral Institute events, school pilgrimages, music outreach programme, end of year services.
- 2.3 The Bursary must be used exclusively for transport costs, for the purpose of the Bursary this would mean coach or minibus hire.
- 2.4 Durham Cathedral reserves the right to prioritise applications according to need and available funding.

3 Application Process

- 3.1 Schools must provisionally book a learning visit to Durham Cathedral using the Learning Visit Enquiry Form which can be found on the Durham Cathedral website. [Learning visit enquiry form - Durham Cathedral](#)
- 3.2 Once a provisional date for the visit has been agreed, schools must submit a completed Bursary Application Form.
- 3.3 Applications must include:
- The estimated transport cost.
 - The number of pupils attending.
 - A brief statement outlining why support is required.
 - Three quotes from transport providers.

- 3.4 The visit takes place within six months of the bursary being agreed, and before 31st August 2027. If the visit is postponed, Durham Cathedral reserves the right to offer the Bursary to another school group.
- 3.5 Applications must be submitted by a member of staff authorised to make financial contributions on behalf of the school.
- 3.6 Incomplete applications will not be considered.
- 3.7 Durham Cathedral will confirm receipt of applications and will aim to notify applicants of the outcome within 28 days of the receipt of the application.

4 Award and Payment

- 4.1 Awards will be reviewed on a first come, first served basis.
- 4.2 The total value of the Bursary is £5,000 and awards will be capped at £500.
- 4.3 Durham Cathedral may offer:
- A full contribution if the cost of the transport is up to £500.
 - A partial contribution if the cost of the transport is more than £500.
- 4.4 Durham Cathedral will agree with the school which transport provider is to be used based on the three quotes provided in the application.
- 4.4.1 The transport provider should invoice Durham Cathedral directly for the value of the transport cost as per their quote.
- 4.4.2 Durham Cathedral will pay the invoice to the transport provider once the learning visit has taken place.
- 4.4.3 If the value of the transport cost is more than £500, the transport provider should invoice Durham Cathedral the value of £500, with the balance being invoiced to the school.
- 4.4.4 Durham Cathedral will not pay the school directly for the transport costs.

5 Conditions of Use

Bursary funding can only be used for transport costs associated with the approved visit provided by a third-party transport provider. An award will not be made for any other reason.

6 Monitoring and Reporting

6.1 To ensure the Bursary fulfils its intended purpose, Durham Cathedral may:

- Request feedback from teachers or pupils
- Ask for a short report or reflection about the visit
- Use anonymised data for purposes of evaluation, reporting, or funding applications.

6.2 Participation in feedback activities is encouraged to help sustain the Bursary for future schools.

7 Data Protection

Personal data collected as part of the application process will be used only for the administration and evaluation of the Bursary, in accordance with Durham Cathedral's Data Protection Policy and UK GDPR requirements.

8 Limitation of Liability

Durham Cathedral is not responsible for transport arrangements, safety of pupils in transit, or any additional school costs associated with the visit. Responsibility for transport remains with the school and any contracted transport provider.

9 Amendments to Terms & Conditions

Durham Cathedral reserves the right to amend these Terms & Conditions or withdraw the Bursary at any time. Changes will not affect applications already approved unless fraudulent or misleading information has been provided.

10 Contact Information

For enquiries or assistance with the Bursary application, please contact:

Durham Cathedral Learning & Engagement Department

Email: *learning@durhamcathedral.co.uk*

Phone: 0191 3744070