APPENDIX 15

Refund Policy

This policy was approved and ratified by the Governing Body of

Cox Green School

on 20th October 2015

Signed: _____

Chair of Governors

Date: _____

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	20/10/15	20/10/15	Sept 2017

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Introduction

This document has been written to inform you of the detailed rules that determine how and when refunds to parents will be made in relation to school trips and visits. By making a donation towards a trip/visit, you agree that your contribution will be used as set pout below.

Background

The cost of each trip has a budget. The requested contribution from parents is based on the premise that each trips' costs will match exactly to the budget.

Whilst most trips come in on budget there will always be some that vary. Where costs are not as great as anticipated and small surpluses occur, these are transferred to a separate fund (the "Educational Visits Contingency Fund" or "EVCF"). This fund is primarily used to fund any small overspends on those trips whose costs slightly exceeded budget. Where large surpluses occur on an individual trip the surplus is refunded to the parent and not transferred to the EVCF. The rules of what constitutes a large surplus are set out below:

Surplus Rules

- The surplus per pupil is calculated by total trip surplus divided by the number of pupils.
- Due to disproportionate administrative costs if the surplus per pupil is less that £15, the school will not make a refund and all the surplus will be transferred to the EVCF.
- In the event that the surplus per pupil exceeds £15, the full surplus will be refunded.

How will I be notified of a refund?

- Surpluses can only be calculated once a trip has been officially "closed" in accordance with the schools procedures.
- The school will review all closed trips once every half term and issue any refunds via BACS payment or cheque.

Will I be able to get my money back if my child can no longer go on the trip?

Once you have made a payment to the school for a trip, the school is under no obligation to return that donation. Indeed, in most cases this will be impractical as the contribution per student has already been set to cover costs and in the event of a refund the trip would overspend.

However the school recognises that there may be extenuating circumstances and any such request will be judged on merit.

In the event that this applies to you, please put in writing that you are requesting that your child no longer goes on the trip and the reason for the change of mind. All requests must be made to the Headteacher.

Signed: _____

Chair of Governors

Date: _____

Date of Review:_____

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