



## CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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## Refund Policy

Church Cowley St James C of E Primary School adopted the attached model policy at the Full Governing Body Meeting of 20<sup>th</sup> February 2018.

The Refund Policy was produced by the school. The Governing Body will review this policy every two years.

Reviewed: 20<sup>th</sup> February 2018

Approved: 20<sup>th</sup> February 2018

Signed:  Chair of Governors

Next Review: February 2020



## REFUND POLICY

### BACKGROUND

Church Cowley St James Primary School believes that all children should have the opportunity to enjoy a wide variety of experiences as an important part of providing a high-quality education. The School believes that all children should have an equal opportunity to benefit from such activities, for example school visits, curricular and extra-curricular activities.

Many activities have costs associated with them and, unfortunately, these cannot be provided unless the School asks parents/carers for voluntary contributions or, in some cases, makes a charge in accordance with the Charging and Remissions Policy.

### REFUNDS

There are occasions where a voluntary contribution has been made, or a charge has been levied, but where the child does not end up taking part in the activity. In these cases the School will offer a full or partial refund subject to the following conditions:

1. The payment will be refunded only to the extent that the School does not incur a loss. The School will make all reasonable efforts to secure a full or partial refund where payment has been made or committed to a third party provider.
2. In some cases, the School's insurance may enable the cost of an activity to be refunded. However, parents/carers are advised to make their own contingency arrangements to cover their loss in the event that their child cannot attend an activity for which they have paid.
3. Parents/carers of children who are excluded, temporarily or permanently, before or during an activity for which they have paid will forfeit the cost unless Paragraph 1 applies or unless an appeal against the exclusion is upheld by the Governing Body.
4. Where a child is voluntarily withdrawn from the School by his/her parents and taken off the School Roll, the School reserves the right not to allow the pupil to participate in any activity and not to refund the costs involved unless Paragraph 1 applies.