

Wicklewood Primary School and Nursery



Refund Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every year by the operational committee.

Reviewed:

Signed: (Chair) Date: 8.2.17

Signed: Julia Brooks (Headteacher) Date: 8.2.17

Next Review due: Spring 2018

Monies paid to the school in respect of residential visits/other visits

All initial deposits are non-refundable and this is stated in initial letters to parents informing details of the forthcoming visit.

If a child is unable to attend at the last moment through illness, then a refund of cost can be given upon receipt of a doctor's certificate. The initial deposit still remains non refundable.

If a child/parent changes their mind or moves school and withdraws from the trip then no refund can be given. Charges are made by providers upon receipt of the first deposit so the school will be charged in full for the place reserved.

Following the trip if parental contributions have exceeded the costs incurred a refund will be offered to parents. Parents are given the option of claiming the refund or donating the amount to the school. This will be carried out by letter to all participants.

Monies paid for music tuition

Music invoices are issued termly. Should the school be unable to provide the tuition through teacher illness then the lesson(s) will be refunded. 10 lessons are guaranteed each term.

Should a child be unable to attend a lesson through no fault of the school then no refund can be made – eg illness, football etc. Should change of mind or withdrawal take place during the term then no refund can be made.

Dinner Monies

If monies have been paid in advance any dinner money unused at the end of the school year will be refunded.