



Garden Fields JMI School

Refunds for Educational Visits Policy

At the end of each visit the surplus or deficit will be calculated from the visit sheet and confirmed against the ledger records.

If the visit makes a surplus, then parents and guardians will be offered a refund where the sum involved per pupil might reasonably be expected to be refunded

As a guideline, any surplus of 5% or more of the contribution per head or £5 per head (whichever is the greater), will be offered as a refund. Five pounds is regarded as a reasonable threshold to warrant refunds.

The school may ask for parental permission in advance of the visit to treat any surplus below a given sum as a contribution to school funds.

Any refunds will be made as soon as possible after the visit.

Signed:

Date: