



REFUND POLICY

VISITS

Parkside School Policy is to refund Parents/Carers who pay for any trip or residential visit that their child does not attend where there is no charge for an entrance fee/place for the pupil.

In the case of a residential visit where the school has to pay for the place school will endeavour to find a replacement pupil to and if this is possible, then a refund will be made.

If our residential visit accounts find income exceeds the expenses by £5.00 or more for each pupil then a letter will be sent to parents stating that an underspend has occurred and that they could request a refund or donate any remainder to an accumulated fund for visits.

DINNER MONEY

Any overpayments of dinner money will be paid either by request from parents/carers or when the pupil leaves school. Letters of overpayments are sent out weekly.

Signed.....Date.....

Date of Next Review Spring 2018

Reviewed Spring 2017

