

Appendix 5 Yaxham CE VA Primary School

Refunds and Receipts Policy

Receipts

Receipts will be issued for amounts of £15 or more and for other amounts on request.

A receipt is required before payment will be given for all authorised expenditure. No cash issued so cheque seen as signed confirmation.

Refunds

For school residential or day trips which have to be pre-booked a non-returnable deposit will be requested from parents with the permission slip. Refunds may be requested in exceptional circumstances such as -

- Medical reasons
- Moving area
- Unforeseen circumstances.

Discussions about refunds will take place with the head teacher who may refer or discuss the matter with the Governors.

Policy agreed by Governors: March 2019

Review Date: March 2020 (or earlier should circumstances require it)