APPENDIX 15

Refund Policy

This policy was approved and ratified by the

Senior Leadership Team of

Cox Green School

on

13th October 2026

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Revision Overview

Version	Area
1.5	Revision Overview, 4, 6, 7

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1. Introduction

This document has been written to inform you of the detailed rules that determine how and when refunds to parents/carers will be made in relation to school trips and visits. By making a donation towards a trip/visit, you agree that your contribution will be used as set out below.

2. Background

The cost of each trip has a budget. The requested contribution from parents/carers is based on the premise that each trips' costs will match exactly to the budget.

Whilst most trips come in on budget there will always be some that vary. Where costs are not as great as anticipated and small surpluses occur, these are transferred to a separate fund (the "Educational Visits Contingency Fund" or "EVCF"). This fund is primarily used to fund any small overspends on those trips whose costs slightly exceeded budget or used for other purposes that benefit all students. Where large surpluses occur on an individual trip the surplus is refunded to the parent/carer and not transferred to the EVCF. The rules of what constitutes a large surplus are set out below:

3. Surplus Rules

- The surplus per pupil is calculated by total trip surplus divided by the number of pupils.
- Due to disproportionate administrative costs if the surplus per pupil is less than £15, the school will not make a refund and all the surplus will be transferred to the EVCF.
- In the event that the surplus per pupil exceeds £15, the full surplus will be refunded.

4. How will I be notified of a refund?

- Surpluses can only be calculated once a trip has been officially "closed" in accordance with the school's procedures.
- The school will review all closed trips once every half term and issue any refunds through iPay to the original payment method.

5. Will I be able to get my money back if my child can no longer go on the trip?

Once you have made a payment to the school for a trip, the school is under no obligation to return that donation. Indeed, in most cases this will be impractical as the contribution per student has already been set to cover costs and in the event of a refund, the trip would overspend.

However, the school recognises that there may be extenuating circumstances and any such request will be judged on merit.

In the event that this applies to you, please put in writing that you are requesting that your child no longer goes on the trip and the reason for the change of mind. All requests must be made to the Headteacher.

6. Communication of Policy

This policy will be shared on the school website and on the staff intranet.

7. Review of Policy

This policy will be reviewed every three years by the Senior Leadership Team.

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8. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	20/10/2015	20/10/2015	September 2017
This policy was delegated to the Finance & Resources Committee in September 2017				
1.1	Finance & Resources Committee	10/10/2017	10/10/2017	April 2018
1.2	Finance & Resources Committee	24/04/2018	24/04/2018	September 2020
1.3	Finance & Resources Committee	06/10/2020	06/10/2020	September 2023
This policy was delegated to the Senior Leadership Team in November 2023				
1.4	Senior Leadership Team	07/11/2023	07/11/2023	November 2026
1.5	Senior Leadership Team	13/10/2026	13/10/2026	October 2029

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