



REFUNDS POLICY – NOVEMBER 2020

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance within the guidance set out within the HCC Financial Handbook for schools, St. Bartholomew's School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent/guardian would like to take advantage of it they should contact the office by the given date'. If the school is not contacted by that date it will be deemed that the refund has been donated to school funds. All refunds will be made by cash or cheque and be signed for in order to have a clear audit trail. Refunds donated to the school will be transferred to the school general account.

Where an activity results in a deficit, this will be made up from the school's general account.

Policy Review

This policy was last reviewed and agreed by the Finance Committee / Governing Body on 8th November 2018

It is due for review Autumn 2022