

Refunds

Private Fund Trip Contingency

Funds for non-educational trips and events are collected and banked into the Private Fund account. Most events have a contingency amount built into the trip payments. On completion of a trip the account is balanced and on occasion there is a small amount of funds remaining. When the amount exceeds £10 per pupil the funds will be returned to the parent/guardian. When the amount is below £10 per pupil the funds will be:

1. Used to clear any outstanding balance e.g. cashless catering
2. Transferred to the learners account for use later
3. Transferred to a siblings account if the learner is no longer on roll
4. Transferred to the School Building Fund if a sibling is no longer on roll

Cashless Catering Balances

When a learner is removed from roll their cashless catering balance will be used to:

1. Clear any outstanding balances e.g. the learners trip balance
2. Transferred to a siblings account if the learner is no longer on roll
3. Refunded to the parent via refund if the amount exceeds £10