Cheltenham Primary School

Refunds – Camps and Excursions

Purpose

Cheltenham Primary School is committed to providing extra-curricular activities that enrich the school's teaching and learning programs. The costs of all camps and extra-curricular activities are charged on the understanding that all children will attend and form part of the 'user-pays' component of money asked for by the school.

Scope

All children are expected to participate in relevant extra-curricular activities.
Families experiencing financial hardship can make contact with the Principal on an individual basis.

Policy

Refunds to the parents will only be the non-fixed costs of a camp or excursion where the child is too ill to attend and has provided a medical certificate.

The school will not be financially deprived for all fixed costs, such as buses and costs incurred with companies, which have been set or finalised on the number of students attending the camp or excursion / incursion, which have been fixed.

The parent of an ill child will provide the school with a written request for a refund and include a medical certificate indicating the child's inability to attend camp. If the request is due to any other reason such as families experiencing hardship, or for example, if a family experiences a crisis or sudden serious illness and the student can no longer attend the event.

Cheltenham Primary Business Manager will calculate the fixed component of the camp costs and refer all costs to the Finance Committee.

The Finance Committee will review the costs and provide the Business Manager with a monetary amount that can be refunded to the Parent.

Further information and resources

If the school decides to provide a refund, then parents need to agree and advise the school where the refund should be paid. If that agreement cannot be reached, the refund is usually paid into the account from which the money came. Where the payment was made in cash, the school should wait until the parents reach an agreement and advise the school.

Review Cycle

Endorsed by School Council Date: March 2025

Review Date: March 2028