



School Private Fund Refund Policy

The following Refund Policy for the School Private Fund has been agreed by the Governing Body of Mountain Ash Comprehensive School and will be applied to all monies received for school trips which are paid into the Private Fund bank account.

When money is collected for school trips, every effort will be made to charge pupils the exact amount required to cover the costs of the trip. However, in cases where this is not possible, or where a group discount is unexpectedly received, the following procedures will be followed.

- After all income and expenses relating to the school trip have been reconciled, the member of staff in charge of the trip will complete a 'Statement of Account' to calculate any surplus or deficit made by the trip.
- If there is a surplus, then the fund treasurer will calculate the amount of refund due to each child. She will also inform the person who was in charge of the trip and the fund secretary.
- If the amount of refund is less than £5 per pupil, the money will be held in the Private Fund account. This money will be used to cover any losses that may be incurred on future trips, pay for prizes and rewards for pupils or may be donated to charity. If the amount is £5 or more, each pupil will be refunded the amount due to them. The fund treasurer will be in charge of organising any refunds due to pupils.
- The fund secretary will be in charge of organising any payments to charitable organisations.
- A letter stating the above procedures should be issued to every pupil before any monies for school trips is collected.

Updated: April 2016
Next update: April 2017