

## **Appendix 5      Yaxham CE VA Primary School**

### **Refunds and Receipts Policy**

#### **Receipts**

Receipts will be issued for amounts of £15 or more and for other amounts on request.

A receipt is required before payment will be given for all authorised expenditure. No cash issued so cheque seen as signed confirmation.

#### **Refunds**

For school residential or day trips which have to be pre-booked a non-returnable deposit will be requested from parents with the permission slip. Refunds may be requested in exceptional circumstances such as -

- Medical reasons
- Moving area
- Unforeseen circumstances.

Discussions about refunds will take place with the head teacher who may refer or discuss the matter with the Governors.

Policy agreed by Governors: March 2020

Review Date: March 2021      (or earlier should circumstances require it)