Special Partnership Trust

REFUND POLICY

Date Last Reviewed: September 2026

Review Date: September 2027

Refund Policy

Monies paid to a Special Partnership Trust Academy in respect of residential visits/other visits/activities

Initial deposits for residential visits, other visits and activities are non-refundable where this has been made clear to parents/carers in advance and where the Academy has already incurred or committed costs to secure the pupil's place. If a pupil is unable to attend at the last moment through illness, a refund of recoverable costs may be considered upon receipt of appropriate medical evidence; however, any non-recoverable deposit or supplier cost will remain non-refundable. If a pupil or parent/carer changes their mind, moves Academy, or withdraws from the visit or activity, refunds will only be made where the Academy can recover the cost or reallocate the place without financial loss.
Where a payment relates to a voluntary contribution, refund decisions will be considered in line with the Academy's published charging and remissions arrangements and Department for Education guidance on charging for school activities. No pupil will be treated differently because their parent/carer is unable or unwilling to make a voluntary contribution. Where remission or financial support applies under the Academy's charging arrangements, this will be taken into account when considering any refund request.

Dinner Monies

If monies have been paid in advance, any dinner money unused at the end of the Academy year will be refunded.

After School Clubs

This policy only relates to after-school clubs where the Academy collects the weekly fee. Clubs organised by external providers who collect their own fees will have their own refund policy or terms and conditions. When children are invited to join an after-school club, the Academy will clearly state the maximum number of children who can attend each session.

The Academy will calculate the cost of each session based on the charge levied to the Academy by the club organiser, along with the assumption that the group will

be full. The Academy may therefore have to financially subsidise any after-school clubs that do not reach maximum take up.

If a child transfers from the Academy during the course of a term, or no longer wishes to attend an after-school club, a refund will only be given if the Academy is able to find another pupil to fill the place of the cancelling child and the club is full.

The Academy will operate a waiting list for all oversubscribed after-school clubs and will endeavour to find a child to take the place of the cancelling child.

Any refunds will be paid back in the form it was paid to the Trust i.e., Credit on parent pay, cheque etc.