WOORDOLIN STATE SCHOOL EXCURSIONS AND CAMPS REFUND GUIDELINES

At Woordoolin State School, we are committed to providing a safe and supportive learning environment for students. Our school and staff members, have committed to the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the school and school hours. All planned school excursions are approved by the Principal and endorsed by the Parent and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance, the school is not able to make any refunds. Any extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund Form (Attachment 1). The Request for Refund Form (Attachment 1) should include the reasonability to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and seek to offset any future charges.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
- SCM-PR-022: School Excursions
- FNM-PR-070: State Education Fees