



SANDY BEACH PUBLIC SCHOOL

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Visiting Performances and Excursions Refund Policy

Background – Reasons for the Policy

As you know we offer “oceans of opportunity at Sandy Beach”. These opportunities include visiting performances (e.g. Life Education Van, Musica Viva, Authors, etc) or excursions.

Hosting visiting performances or organising excursions can take a lot of planning or require multiple quotes from suppliers to get the best value for money.

The cost of visiting performances or excursions is calculated on the basis of quotations from suppliers and assumes a certain number of participants.

Once the costs of a visiting performance or excursion are calculated, they are divided by the total number of students to determine a final cost per student.

Example 1:

A visiting performance may be contracted at a cost of \$1000 and 250 students have indicated that they will attend. The cost per student is therefore calculated as \$4. If 20 students do not attend on the day then the school is left with a shortfall of \$80. That cost must be paid and it comes from other areas of the schools operations.

Example 2:

A major excursion to Sydney may cost \$15000 with the bus and accommodation costs fixed. If 50 children attend then the expected cost per student is \$300. We may then factor in some provision for withdrawals and unexpected costs and add 10%, so the price goes up to \$330 per person. Alternatively, if there is no provision for withdrawals or unexpected costs and 5 of students pull out of the excursion then the anticipated income is \$1500 down. In this case the school budget may have to make up some of the shortfall or it is added to the costs for the remaining 45 students and so, in this example, the cost increases to by up to \$33 per student.

Typical costs for excursions are:

Transport – usually a fixed cost, e.g. the bus company charges for the hire of the bus not per passenger

Accommodation – usually a fixed cost, e.g. a dormitory booking costs the same for 45 as for 55

Food and drink – usually a variable cost but can be a fixed cost at certain venues, e.g. when lunch is fixed for the group regardless of size

Entry prices to exhibits – usually a variable cost e.g. only charged per person

Staffing costs – usually fixed e.g. based on a safe student : adult ratio

Planning and administration costs – usually fixed, e.g. phone calls, faxes, banking costs, etc.

We recognise that the cost of visiting performances and excursions is already a significant cost to families.

In the past we have added a safety margin to the total cost of visiting performances or excursions to cater for unexpected costs and late withdrawals.

We do not think that it is fair that when some students pull out of an excursion that has been budgeted around them, that the other students (or the school) has to pay for any shortfall caused by this withdrawal.

After consultation with the P&C in 2008, the following policy has been put into place for visiting performances or excursions. I trust that you will see that this is a measure to keep excursion costs low and fair to everyone.

Regards

Ray Rincheval

Visiting Performances and Excursions Refund Policy

Policy

1. Where a parent or caregiver indicates that their child will attend a visiting performance or excursion and then the child does not attend, they will only receive a refund after fixed costs for the performance or excursion have been covered.

Example 1:

A child has a permission note and has paid for attendance at a Musica Viva Concert at school that costs the school \$1500. If 300 children have paid to attend, the per child cost is therefore \$5. If a child does not attend the performance then the \$5 will be forfeited.

Example 2:

The Life Education Van attends our school and charges us \$6.50 per child. If a child is absent on the day, the school does not get charged and the parent or caregiver is entitled to a refund, less the cost of the book supplied.

2. On major (overnight) excursions, a deposit of between 10 and 15 per cent will confirm a child's place in a major excursion (subject to their good behaviour). Deposits on excursions will be non-refundable. (These deposits cover administrative costs and lock in our bookings).

Example:

A major excursion is costed at \$300 per child. A deposit of 10% (\$30) is paid to secure a spot in the excursion. If the student is subsequently withdrawn from the excursion for any reason other than genuine illness, the refund is forfeited.

3. If a child is withdrawn from a visiting performance or excursion for any other reason than sickness, then a refund (less the deposit) will only occur if all fixed costs are covered or the place is filled by a reserve. This also applies to students whose permission to attend the excursion has been withdrawn because of their misbehaviour.

Example:

A major excursion is costed at \$300 of which the fixed cost component is \$100. A deposit of 10% (\$30) is paid to secure a spot in the excursion. The, closer to the excursion, the parent pays the remaining \$270 making the total paid = \$300. If the student is subsequently withdrawn from the excursion for any reason other than genuine illness, any fixed costs (including the deposit) are forfeited. In this case, a refund of only \$200 would then be made. However, if another child on the reserve list takes up the place of the child who withdrew then the refund would be \$270, i.e. \$300, less the non-refundable deposit.

4. If a child is unable to attend an excursion because of sickness, a doctor's certificate should indicate that the child was unfit to attend the excursion and then a refund, less the deposit, will be provided.
5. If the school principal determines that a child may not attend an excursion because of a history of misbehavior the principal, at his or her discretion, may agree to refund any monies paid.
6. If the school principal determines that with due regard to the reasonable accommodation provisions of the Disability Discrimination Act, a child with a disability may not attend an excursion because their attendance presents a safety risk to themselves or others, the principal will refund any monies paid.

Author: Ray Rincheval, Principal

Endorsed in principle by P&C and Staff May 2008

Policy implementation Date: 27th May 2008

Review: 2009 and then every 3 years
Clauses 5 and 6 added at 2009 review.
Next review 2011

