Highgate Primary School

Payment for Excursions and In School Activities Policy

Reviewed August 2026

Purpose
Excursions and incursions provide valuable learning experiences that enhance and enrich students' education beyond the classroom. They offer opportunities for hands-on learning, real-world connections, and exposure to new environments, cultures, and ideas.

To ensure all students have the opportunity to participate, the school has established a clear and consistent payment process.

Policy

- Payment for all excursions and incursions must be made prior to the event.
- Families experiencing financial difficulty need to contact the Principal or Manager Corporate Services to discuss a payment plan prior to the excursion/incursion.
- If payment is not received, nor a payment plan entered, the student will be unable to attend the event.
- If a student is unable to attend an event for which payment has been made, a refund may be requested.
- Any portion of the cost related to transport (e.g., bus fees) is non-refundable in the event of non-attendance.

Procedures

- Payment due dates will be clearly communicated to families in advance.
- Families requiring financial assistance need to contact the Principal or Manager Corporate Services prior to the excursion/incursion.
- Refund requests for non-attendance must be submitted to the school office. Families should contact the school administration office to receive a Request for Refund form.
- Refunds (excluding any non-refundable transport costs) will be processed in accordance with the school’s financial policies and timelines.