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21<sup>st</sup> April 2020

Dear Parent/Carer (Year 6)

**Year 6 Residential Trip to Whitby – Refund**

As a result of the current school closure owing to the Coronavirus situation, sadly the Year 6 residential trip to Whitby, due to take place 19<sup>th</sup> to 22<sup>nd</sup> May 2020, has had to be cancelled. Of course, as a Year 6 trip, we do not have the time to reschedule and, as a result, we will be refunding any monies paid in respect of this trip via ParentPay. We expect this refund to take place next week, however, it is not a straightforward process so we cannot be any more specific as to the refund date.

When reviewing the refund of trip monies owed to parents/carers via ParentPay, we will be taking into account any negative balances on the system. This may be owing to outstanding dinner money accounts or outstanding music tuition invoices and any final refunded balance will be adjusted accordingly.

A separate letter will be sent to parents/carers whose children have music tuition, as the Spring Term charge has been reduced to take into account the fact that fewer lessons than expected were held during the Spring Term.

Thank you for your continued support, now and into the future.

Yours sincerely

Chris Huscroft  
Executive Head Teacher

Hannah Stephenson  
Head of School