



19th March 2020

Dear Parents/Carers,

Ski Trip Refund

After discussions with the travel company we have currently been able to initially secure 70% of the total cost of the ski trip direct from them. Once received we will reimburse you accordingly. If you paid the full cost via ParentPay then we will refund by this means and you do not need to contact us further. However, if you paid by cash or cheque then the reimbursement will come to you via bank transfer or by cheque. Please complete the slip below and return to us at your earliest convenience.

With regards to the remaining 30%, we are currently pursuing a claim via the travel insurance. We are unsure how long this will take but please be assured that as soon as we have any further information we will contact you again.

Please also be assured that when the health climate has stabilised we will look to run another ski trip. We hope all the students who were coming on this trip will be able to participate in the next one.

Yours faithfully,

Kirsty Roden

MR Mrs J Robinson

Pastoral Standards Manager/Deputy Safeguarding Lead

Ski Trip Refund

Name of Student _____

I require monies to be paid to me by Cheque or Bank Transfer (please circle)

Please make the Cheque payable to _____ (print name)

Please transfer the money to the following account:

Bank Account Number _____

Sort Code _____

Name of Account Holders _____