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25 January 2021

Refund: Ford Castle Residential 2020

Dear Parents / Carers,

I am writing to confirm that there is a resolution to the issue of outstanding money owed to families as a result of the cancelled Ford Castle residential visit planned for 2020.

I am pleased to say that the money you have paid for this visit will be refunded in full. We are arranging for refunds to be made via Parent Pay over the next week or two. They will be made into your Parent Pay account, and you may see these refunded in the same amounts as you paid, eg deposit, second payment, balance, but the total will be the full amount. You will then be able to transfer the refund to your bank account.

We are all very disappointed that the refund for this residential visit to Ford Castle has taken so long to process, but in these exceptional circumstances and unprecedented times we are experiencing, these processes are taking much longer to resolve than usual.

If you have any questions please contact Mrs Swainston via the school office

Yours sincerely

A handwritten signature in black ink that reads 'L Adamson'. The signature is written in a cursive style with a large initial 'L'.

Mrs L Adamson
Headteacher