



**23<sup>rd</sup> April 2020**

Dear Parent/Carer,

**RE: JCA Residential**

Prior to the Easter holidays we wrote to inform you that we were reviewing refunds for trips or events cancelled due to COVID-19.

Regrettably, I am confirming the cancellation of the Year 6 Residential trip to JCA Condoover Hall. This action is consistent with residential trips across all schools in the trust.

I want you to know that it was not a decision taken lightly, considering the educational and social benefits a residential trip bestows onto the children who attend. However, the safety of our children & staff remains paramount, coupled with the likely requirement to maintain distancing, I hope you understand why we have taken this course of action.

We are liaising with ParentPay directly and expect to have an agreed process for refunds soon. Please do not request any chargebacks from your bank or ParentPay as this will incur further costs to the school and interrupt the refund process. As soon as we have further information, we will confirm when your refund will be processed.

Please do let your son / daughter know how sad I am for them that the trip has had to be cancelled, but I know how mature and resilient our Year 6 children are and I am confident they will understand why this has to happen.

I appreciate your patience while the office completes the refund process.

Thank you for your understanding.

Yours faithfully

Richard Ferris  
Headteacher