Dear Parents,

Thank you for your patience. The purpose of this letter is to let you know how we intend to refund the money you paid for your child's trip to Robinwood.

I have spent a long time exploring all of our option in school trying desperately to find a solution. Firstly we can assure you that you will receive 100% of the money back from school. Currently, as we have a number of staff absences and given the fact that I, as headteacher, am only here on a temporary basis, we do not have a named person to access the school bank account to make the refunds at this moment in time.

We have explored how we can withdraw cash and ask parents to collect the money in person however the sums involved would make this impossible. The only option I can give at this moment is to ask that parents wait until September when the new Headteacher can be given access to the school account. This is not ideal and I am sorry. The school will then be able to issue you with a cheque for the balance of what you have paid. If you are a parent who's child is leaving in year 6 - please do not worry - we will not forget you.

Some parents may wish to leave the money in situ as a payment for the rescheduled trip for next year. If this is what you would like to do please let us know by emailing the school bursar@st-edmunds.lancs.sch.uk

Kind regards

Mr Lawman

Simon Lawman Associate Headteacher

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