



# Oakfield CE (Aided) Primary School

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Executive Headteacher: Mr Colin Haley

Head of School: Mrs Vikki Reader



26<sup>th</sup> March 2020

Dear Parent/Carer

It is with much regret that I have made the decision to cancel all school trips for the remainder of this school year. I have not taken this decision lightly and realise just how disappointed your children will be, but in these unprecedented times I wanted to ensure that no family is further disadvantaged financially by losing any monies paid.

We currently don't know when the children will be returning to school and we may be back before your child's trip was due to go ahead, but schools have a minimum notice period with which to cancel trips (so as not to incur a cancellation charge) and so I have decided to cancel all trips to ensure that we can refund 100% of the money you have paid to date.

I can confirm that schools are NOT allowed to withdraw cash and so we cannot refund cash. Refunds will be made directly into your bank account via BACS. A form will be sent out soon for you to complete and return. Once we have all the forms, we will begin the process of refunding families, but I must be honest, this process could be very time consuming, it involves a lot of work (particularly due to the number of exciting trips and residential's we had planned) and is not something we have had to do on this scale before.

Our Finance team have been working flat out and are nearly at the point of being able to send you the appropriate forms for you to complete and return. Please be reassured, that we will do everything we can to process your refund as quickly as possible and thank you for your patience at this incredibly difficult time.

Best Wishes,

Mrs Vikki Reader

Head of School