

Merton Junior School

Headteacher: Mrs K. Reading B.Ed (Hons)

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*'Be wise, together we
succeed'*

RE: Refund for PGL

Monday 11th May 2020

Dear Parents/Guardians,

I am writing to you regarding the Year 5/6 residential to PGL. As of today, PGL have not cancelled the trip. However, due to the current situation with the Covid-19 lockdown, we know that it would not be right to go ahead with this trip. We have therefore, sadly, had to make the decision not to go. We need to consider the health and safety of our children and staff and I know that you will all agree. Therefore, we are trying to find out how we can ensure that everyone receives a refund. Because the trip hasn't been officially cancelled by PGL, this has proven difficult so far. Please do not worry, we will not let our parents miss out financially –we have sought advice from our finance department and we will ensure that everyone receives a refund. I am therefore asking you to email us (admin.office@merton-jun.hants.sch.uk) with the following details so that we can process this:

Your child's name:

Your full name:

The name of your bank:

Name of account holder/s:

Your bank account number:

Your sortcode:

This will be processed from Monday 15th June 2020, please allow up to 10 working days for the money to be paid into your account.

Thank you for your patience with this matter. We are really disappointed to have to do this as the staff and children were really looking forward to the trip but we look forward to planning the next trip for the children who will be moving into Year 6.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'K. Reading', written over a horizontal line.

Mrs K Reading
Headteacher