

Merton Junior School

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*'Be wise, together we
succeed'*

RE: Refund for trips and activities

5th June 2020

Dear Parents / Guardians,

I am writing to you regarding payments you may have made towards the trips and activities which we had planned and have had to be cancelled due to the current situation with the Covid-19 lockdown and restrictions. These include Gilbert White (Year 5), Boscombe Beach (Whole School), Zoo Lab (Year 4) and Easter Disco (Whole School).

We do not usually have the ability to refund monies directly to banks accounts, however the Finance Department of Hampshire County Council have made a special one off arrangement to enable us to do so.

If you have made payments for more than one trip, you only need to reply to this letter once. Those of you who have already supplied your bank details for the Windmill Hill refund do not need to reply to this letter. Each trip / activity will show as a separate credit and may not all appear in your account on the same day.

Please email us at admin.office@merton-jun.hants.sch.uk with the following details in order for us to be able to process any refund due:

Your Child's name:

Your full name:

The name of your bank:

Name of account holder/s

Sort Code

Account number

Please respond by 12th June 2020. Please bear with us. As you can imagine this will take some time to process. We will issue the refunds as soon as possible.

Thank you for your patience with this matter. We are really disappointed that we have had to cancel these events but look forward to planning more for the future.

Yours sincerely

Mrs K Reading
Head teacher