



ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.

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Email: admin@st-patricks.nottingham.sch.uk

Website: www.st-patricks.nottingham.sch.uk



Headteacher: Mrs T Lane

Year 4 and 6 Residential Trip – Cancellation due to Covid 19

Wednesday 20th May 2020

Dear Parents and Carers,

I am writing to you today to confirm that due to the current Covid 19 government guidance we will unfortunately be cancelling this year's residential trip. I am sure you can understand that this was the only possible outcome at this time.

The company that we have booked the residential with have been very understanding and have ensured that we have received a full refund which we will be able to pass back to you.

As the payments you have already made have been processed the only way the Our Lady of Lourdes trust can return this payment to you is via direct bank transfer. To receive your refund you will need to complete the below bank details request and return to the school office in a sealed envelope (with your child's name and class on the front) or by email to admin@st-patricks.nottingham.sch.uk.

If you currently have any outstanding payments owed to school (including dinner money) this will be deducted from your refund before it is returned to you in accordance with trust policy.

If you require any further information please call the school office between 9:00 am and 3:00 pm Monday to Friday, however the office will not be staffed during the half term break (25th – 29th May).

Mr Slight

Key Stage 2 Lead and Educational Visits Coordinator.

Bank Detail Request

Please complete these details in BLOCK CAPITALS.

Name of Child: _____

Class: _____

Name of Account Holder: _____

Name of Bank: _____

Sort Code: ____ - ____ - ____

Account Number: _____

I agree to sharing my account details with the Our Lady of Lourdes trust for the purpose of bank transfer refund.

Signed: _____