



29 November 2018

Dear parent/carer

Year 4 Norfolk 2018 school trip – refund due

The school has received a credit from the providers of the Norfolk school trip, Kingswood, due to an issue in their kitchen last June when our year 4 residential trip pupils were staying there.

The size of the credit means that we are able to refund parents £5.00 per child or you may like to donate this refund to school funds which we will use to subsidise a future trip/event for this cohort.

If you could indicate your preference on the slip attached and return via your child's teacher by **Friday 7 December 2018** so that any refunds can be collated and processed before the Christmas break.

Yours sincerely

Mrs J Cutler
Head of School



Residential trip refund preference – due by 7 December 2018

Please tick your preferred option for the refund and return

- Please donate £5.00 refund due to school funds for future trip/event for this cohort
- Please refund £5.00 to the payment card used to pay for trip on WisePay
- Please refund £5.00 cash to be collected from the school office

Signed:..... child's name.....

Date:.....