



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

31st March 2020

YEAR 7 FRANCE TRIP MAY 2020

Dear Parent/Carer,

Unfortunately, with the current ever-changing situation with the Covid-19 virus and the restrictions put into place, it has been decided that we will not be able to proceed with the Year 7 France trip in May this year. Current events are unprecedented for us all and we need to consider the health and safety of our pupils, staff and families.

We are currently in discussions with our travel company, Equity Student Travel, and their insurance company to consider our options in terms of the possibility of receiving a refund or rescheduling our trip.

We feel compelled to advise you of the current stance of our travel company. They have not – as yet – cancelled our trip to France and, should we cancel the trip ourselves, we are currently only entitled to a 30% refund based on their cancellation policy if cancellations are received before Friday 3rd April. There is no refund for cancellations received after this date.

If you, as parents/carers, wish to cancel your child's place at this present time and apply for a 30% refund, you would need to inform us no later than 12pm on Friday 3rd April so that this cancellation request can be processed.

We feel, however – although there are no guarantees – that this situation may change as the travel date becomes imminent and we would hopefully be entitled to a full or more favourable refund or rescheduling of the trip. However, as stated above, the Academy cannot guarantee this and will not be liable for any losses should parents/carers not opt for the current 30% refund.

Therefore, please confirm one of the following two options by email to financeoffice@st-edwards.staffs.sch.uk with 'France' and your child's name in the subject line. Emails must be received **no later than 12pm on Friday 3rd April** in order for us to apply to Equity for a 30% refund on behalf of those selecting this option.

- 1. I have decided to cancel my child's place on the Year 7 France trip in May 2020. I would like St Edward's Academy to apply for a 30% refund (which will be the figure of £127.00) on my behalf.***
- 2. I have decided to await further information from the travel company nearer to the departure date. I understand that there is no guarantee of any refund.***

For parents/carers opting to cancel their child's place and apply for a 30% refund: we will update you once we have received confirmation from Equity regarding when refund payments will be made.

We share your child's disappointment and we really appreciate your patience and support in this matter.

Yours sincerely,

Mrs J Skelding
Trip Organiser

Mr T Hutchinson
Principal