



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

1st May 2020

Dear Parent/Carer,

RE: Refund for Y7 France trip

I would like to begin by apologising for the wait you have experienced regarding the money you have paid towards the Y7 France trip.

To ensure that none of our parents/carers or pupils are at a disadvantage during these unprecedented times, the Academy will be providing a full refund to all parents/carers from Academy funds. This includes families who already opted to receive a 30% refund last month; these parents/carers will receive the remainder of the refund.

Refunds will be issued securely via ParentPay and will take up to ten days to show in your ParentPay account. ParentPay provides instructions on their website for withdrawing funds from your ParentPay account: [ParentPay - How to make a withdrawal from your account](#).

We will be continuing to pursue this case with the Academy legal representative due to the poor treatment from the company we had booked this excursion with.

I would like to thank you for your patience in this matter. Once the Academy is back in session and when the situation with COVID-19 improves, we will contact you with other excursion opportunities for your child.

If you have any queries or require any assistance regarding this matter, please contact us via the contact form on the Academy website: [St Edward's Academy - Contact](#).

Yours sincerely,

Mr T Hutchinson
Principal