



## Emmanuel CE Middle School

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Executive Headteacher: Mr Ron Jenkinson, M.Ed  
Headteacher: Mr Rob Christopher, BSc (Hons) PGCE  
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

26<sup>th</sup> March 2020

Dear Parents/Carers,

### REFUND OF TRIPS AND ACTIVITIES

Given the uncertain situation regarding school attendance until the end of this academic year, we have taken the position as a Trust that all trips, activities and events scheduled between now and the end of the summer term will be cancelled. As a result, you will receive a full refund (including deposit) for any associated payments made to date.

As your payments were made using our Parentmail system, the refund will go directly into the bank account from which you made this payment originally.

We will also issue a Parentmail notification when we make these refunds, which will start to take place during next week.

Yours faithfully,

Rob Christopher  
Headteacher