



**St Ralph
Sherwin**
Catholic Multi Academy Trust

11th May 2020

Parents & Carers
St Philip Howard Catholic Voluntary Academy
Sunlaws Street
Glossop
SK13 8DR

Dear Parents and Carers

REFUNDS FOR TRIPS & VISITS:

We are sorry for the delay in contacting you regarding refunds due for trips or visits which have been cancelled due to the Coronavirus pandemic.

The Trust and school are in the process of obtaining refunds from travel companies and venues for cancelled trips and visits and, where we have been unable to do that, we have submitted a claim to an insurance provider to cover these refunds. Once in receipt of a full refund from providers or insurance companies, we will ensure these funds are transferred to you via the school online payment system. However, we would ask you to please bear in mind that, due to lockdown, these organisations are having to adopt adjusted working practices and are experiencing some difficulties with technology in doing this.

Your patience and understanding as we all work to resolve issues and make payments due to you are very much appreciated.

Yours sincerely

Sean McClafferty
CEO

Louisa Morris
Headteacher