



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

19 March 2020

Dear Parent/Carer

Berlin/Krakow Trip

Further to our letter to you on the 12 March with our intentions to cancel the trip I can confirm that we have now cancelled the trip. As the trip was cancelled by us we are only due to get back 20% from the tour operator NST under their cancellation charges. However, we are in the process of claiming back the remainder of the money with the Department for Education Risk Protection Arrangement for academies.

We understand that your son/daughter will be disappointed that the trip has been cancelled however it is, we believe, the right decision to take.

Please bear with us regarding a refund as this will take time to process but we would like to reassure you that a refund of the full amount paid will be returned to you.

Please advise us who the refund should be made payable to and if the refund needs to be shared, we ask that you provide details of each party on this [refund form](#).

For those of you that have handed in your passport and ehic these will be ready for collection from the Finance Office at your earliest convenience. We will collect a signature as proof of return.

Thank you for your continued support and patience in these very unusual circumstances.

Yours sincerely

Joanne Dickinson
Trips/CPD Administrator