



The Robert Carre Trust

Northgate Sleaford Lincolnshire NG34 7DD

17 March 2020

JPG/JB

Dear Parent/Carer

Following advice from the Department for Education and Public Health England, you will be aware that the Robert Carre Trust has made the decision to cancel several trips and educational visits.

We are currently liaising with travel companies and insurers in respect of refunds and once we are in receipt of their payment we will action your personal refund.

Due to the way ParentPay works in respect of refunds (a refund can only be made against each individual payment) the Trust believes the quickest and most secure way to administer this will be to make a BACS payment directly into your bank account. Please see below a table for your completion. We will hold your details securely in line with our GDPR policy and once the payment has been processed your details will be removed from our finance system.

It would be appreciated if you would complete the table and return it to the Finance Office in order that refunds can be made in a timely manner once our insurers have compensated the school.

NAME ON ACCOUNT	
BANK SORT CODE	
ACCOUNT NUMBER	
NAME OF STUDENT	
FORM	
TRIP(s)	

Thank you for your assistance. Please do not hesitate to contact the Finance Office if you wish to discuss this matter further.

Yours faithfully

J P Green

JP Green

Director of Finance, Administration and Resources

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