



BURSCOUGH PRIORY ACADEMY

Burscough Priory Academy,
Trevor Road,
Burscough,
Lancashire L40 7RZ

Telephone: 01704 893259

Email: enquiries@burscoughprioryacademy.org

Website: www.burscoughprioryacademy.org

Executive Headteacher: Mrs L. A. Gwinnett

Ref: 2070/LMA

Dear Parent,

19th May 2020

Ski Trip Refund

We can confirm that we are now in a position to provide you with a 70% refund for the Endeavour Ski Trip. The Tour operator has charged a 30% cancellation fee, which we are in the process of recovering from our insurance provider. Upon receipt of the funds from our insurance provider for the cancellation charge, we will arrange immediate refund of the balancing payment.

Unfortunately, due to the time that has elapsed since payments were made, we are unable to process this electronically via our cashless payment system, therefore, we are asking parents to provide their bank account details so monies can be refunded via the BACS system.

If you would please provide the information detailed below via email (please use the email address we have registered at school on your child's file) directly to Mrs Ellen McCallum, Operations Manager emccallum@burscoughprioryacademy.org where they will be stored in a secure folder and then deleted. Where different parents have contributed to the trip, the refunds will be processed accordingly.

- Student Name
- Year Group
- Parent Name
- Bank Name
- Bank Sort Code
- Account Number

Please accept our sincere apologies for the inconvenience, however, this is the only method by which we can now refund all monies.

We trust you will be satisfied with the outcome of this and we thank you for your patience during this difficult time. If you should have any questions or concerns, we would ask to you to contact the school office who will be more than happy to assist you.

Yours sincerely,

L MaClaren

Head of School



Sponsored by Endeavour Learning Trust
Registered in England
Company Registration Number 7848372
VAT Registration Number 125718416



BURSCOUGH PRIORY ACADEMY

Burscough Priory Academy,
Trevor Road,
Burscough,
Lancashire L40 7RZ

Telephone: 01704 893259

Email: enquiries@burscoughprioryacademy.org

Website: www.burscoughprioryacademy.org

Executive Headteacher: Mrs L. A. Gwinnett



Sponsored by Endeavour Learning Trust
Registered in England
Company Registration Number 7848372
VAT Registration Number 125718416