4th May 2020

Dear Parents and Carers,

I am writing to inform you of the cancellation of the Year 6 residential trip to PGL due to the current coronavirus outbreak. Taking the current government guidance in to consideration, the nature of the PGL site, the sleeping arrangements and the activities the children were going to partake in we felt we must prioritise the safety and wellbeing of all the children and staff and cancel the visit. We can assure you that this is a decision that has not been taken lightly as we realise just how disappointed the children and staff will be.

The office have informed you that a full refund has now been given via your ParentPAy account. You are able to withdraw these funds using the steps below:

1. Log into your ParentPay account
2. From your homepage, select **Parent Account** (desktop) or click on the **notes symbol** (mobile)
3. At the bottom of your statement summary, select **Withdraw**
4. Enter an amount between the minimum and maximum shown
5. Select, **Make withdrawal**

I would also like to take this opportunity to reassure you that we are continuing to make plans to celebrate the Year 6’s time at Middlethorpe Primary Academy. We appreciate that this may be a very different send-off but we will endeavour to make it just as special.

Many thanks for your continued support,

Stay safe,

Mrs Simpson