



St. Cuthbert's

Roman Catholic High School

September 2020

Dear Parent/Carer

Due to the ongoing COVID-19 situation and the uncertainty around travel we have had to make the unfortunate decision to cancel the Grasmere residential trip in September. All monies paid including deposits will be returned. We therefore ask that you reply to this email with the following information for the account that you would like the money returned to:

Name of account holder:

Sort code:

Account number:

This information will only be used to process your refund by the Finance Team and the information will then be deleted.

We are aiming to send the money back by bank transfer so that you will have the money back at the earliest opportunity. Should this not be possible, a cheque will be posted out to you. Please ensure that we have your most up to date postal address for this purpose.

Yours sincerely

Mrs Rebecca Lane
Head of Geography