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Friday, 19th June 2020

Dear Parents and Carers,

Cancelled event refunds for:

- **Year 5/6 D-Day Museum Trip (17th March 2020)**
- **Year 4/5/6 selected pupils for Voice In A Million Concert (18 March 2020)**
- **Year 5/6 Residential to PGL Marchant's Hill, Hindhead, Surrey (21-23 June)**

I last wrote to you in April to confirm that monies paid for school events would be held securely given that the events were cancelled or postponed due to COVID-19.

Importantly, we don't, longer term, keep money for events which are not taking place or transfer them to siblings' accounts when an event is cancelled. In March we cancelled the Y5/6 trip to the D-Day museum, we heard recently that PGL cancelled our booking for the residential in June 2020 and regrettably today I have taken the decision to cancel the school's involvement in the Voice in A Million (VIAM) concert even if this is re-scheduled to a later date.

I know that VIAM are currently saying on their website that they are looking to re-schedule the event. I'm not currently satisfied that it would be safe for us to take part given that large gatherings are still not permitted under Government guidance on social distancing – and it is not yet known when they will be. I am sorry to have to take this decision but in the current climate feel it's in the best interests of our pupils and staff who would be attending.

Our decision to cancel Berewood's participation in this year's VIAM applies only to **your child's place booked through school** and not to any additional tickets you may have purchased to attend the event as a spectator. The refunds/re-sale process for those spectator tickets is managed by VIAM so I would urge you to check their website for details about this.

Next week, following a check of our records of the three events listed above, you will receive correspondence confirming our intention to refund you via bank transfer for your payments made to school and confirming the amounts. The letter will include a refunds form which you should complete with your bank details and return to school so that we can process these payments for you. Please get in touch if you haven't received your letter and forms by 26th June 2020.

Please do let me know if, in the meantime, you have any queries not answered by this letter.

Yours faithfully,

Ricky Leigh
Headteacher

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