



Refunds

26th June 2020

Dear Parents/Carers,

As we have now had confirmation that a few of the upcoming school trips have been officially cancelled, we are in a position to explain how refunds will work.

Any Year 6 child/ren with money owed to them that do not have siblings in the school:

- You will automatically receive a refund over the next few weeks.

Any Year 6 child/ren with current siblings in the school:

- We will transfer any refund balance to the sibling account for you to use for dinners, breakfast/after school club and events/trips in the new academic year.

For all other year groups money will stay on your school account and will be used to pay towards, dinners, breakfast/after school club and events/trips in the new academic year. Over the next few weeks you will be able to see the balance on your account by logging into your online SCO Pay account. If you have not set this up we can provide you with the set up code, please contact the school office for this.

If you are leaving the school and not returning in September a refund will be processed over the next few weeks. Please let the school office know in writing as soon as possible, if you have not done so already.

Please see below for how refunds will be processed.

Refunds will be processed as per below:

If you paid online the refund will be processed online and will go straight back into your account.

If you paid via cash/cheque you will receive a refund via cheque in the post.

If you paid via childcare vouchers the refund will go back to your childcare voucher provider, this is due to the tax implication for childcare vouchers.

If during these times you are suffering from financial hardship and need the money refunded please contact the school office via email.

Many Thanks for your understanding and patience.

Mr Brown.