



Striving for Excellence

Cirencester Kingshill School

Head: Christine S. Oates

January 2021

Dear Parent/Carer,

Some time ago you paid for the trip 'Voice in a Million' that should have taken place in March 2020. Understandably the organisers postponed the event with a view to running it in March 2021; however, due to the ongoing situation and restrictions the event has now been cancelled.

You paid £30.00 for the cost of the trip and this partially covered the cost of the t-shirt that would have been worn at the event. The organisers have delivered those t-shirts to us to distribute to the pupils that were due to attend.

We understand that the t-shirt will not be of much use to them now but the organisers could not refund us for this cost as the t-shirts had already been printed.

With this in mind the remaining cost of £12.50 will be refunded to you; therefore can you please contact the school to confirm **the name of your child, tutor group** and to let us know **the name that the cheque should be made payable to**. We will then advise when the refund is ready to collect along with the t-shirt.

Should you not wish to have the t-shirt and would like the refund posted to you then please advise this in your correspondence. Unless advised otherwise we will post it to the address that we currently hold on our records.

Please send the required information to finance@cirencesterkingshill.gloucs.sch.uk no later than **Wednesday 31st March 2021**. If we do not hear from you by this date we will arrange for the monies to be split and donated between the School Charity which this year is 'NHS Charities Together' and school resources.

We apologise for the length of time that this has taken to resolve and would like to take this opportunity to thank you for your understanding and, as always, appreciate your support. We will endeavour to run the trip again in the future but we are unable to confirm when this is likely to be.

Yours sincerely,

Miss C S Oates
Headteacher

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