



**16<sup>th</sup> October 2020**

Dear Parents & Carers,

**Re: Harry Potter and Bedfont Lakes Trips**

Unfortunately, due to going into Lockdown last year we were unable to partake in our trips to Harry Potter World and Bedfont Lakes despite some parents partially paying and some parents paying in full.

As we were unaware of how long we would be in this worldwide pandemic and knowing that your child/children would be returning to school in Year 5, we did not issue any refunds last Academic year.

Government guidance has been issued this week which confirms that we can now partake in school trips. We understand that some parents may be apprehensive about allowing their child to attend so we are not rushing into booking anything yet.

If you made a payment towards/for Harry Potter World or Bedfont Lakes, you have the following options with regards to your refund:

1. Transfer the money to Dinner Money, After School Club, Panto etc.
2. Leave the money with us for an upcoming trip next year
3. Full refund to your bank account

Please can you let us know your preference by emailing [office@oakhill-aspirations.org](mailto:office@oakhill-aspirations.org)

If you would like to receive a full refund, you will need to provide us with the following:

- Bank Account name (i.e Mr Joe Hill or Mrs Jane Oak)
- Bank or Building Society Name (i.e. Natwest, Barclays)
- Sort code
- Account number

All responses need to be received by **Friday 23<sup>rd</sup> October 2020** for refunds to be processed the week after half-term. Refunds will take up to 14 days once they have been processed. If you do not submit a response by the given date your refund will remain on your child's account.

If you have any questions or queries, please do not hesitate to contact me on the details above.

Yours faithfully

Mrs R Thomson  
School Business Manager

