



St Peter's Church of England Aided School

Quarry Lane, Exeter, EX2 5AP www.spexe.org (01392) 204 764 school@spexe.org

12th June 2020

Dear Parents and Carers

Learning Enrichment Week and Residentials

I am writing to confirm that sadly, we are unable to run Learning Enrichment Week for Years 7, 8 and 9, nor any Residentials this term. We know how disappointing this news will be to our students, many of whom have saved and looked forward to these trips for a long time.

Learning Enrichment Week

Parents of students in Years 7 and 8 on LEW day trips will be refunded by the end of term. To help us to ensure you're refunded as quickly as possible, please complete and return the Refund Form attached to this letter, and return it to finance@spexe.org by Friday 19th June.

We are providing the option for parents of Year 9 students, who would have taken part in LEW 2020 day trips, to carry their payments forward towards their child's 2021 Residential if they wish.

If Year 9 parents would like to exercise this option, you do not need to do anything, we will transfer the money you have already paid to the balance of your child's Residential. If, however, you would like a refund instead, please complete the attached form and return to it us at finance@spexe.org by Friday 19th June 2020.

Year 8 Rhineland Trip and Year 10 Residentials

We will now arrange for your payments to be refunded. I'm sure you will appreciate that this is a time-consuming task, and the process of refunds for such a large number of students will take a significant amount of time, so please bear with the staff who will be leading on this.

We aim to return all payments before the end of the summer term.

In order to do this, please can you complete and return the Refund Form overleaf, to finance@spexe.org by Friday 19th June 2020.

Thank you for your patience thus far, and we are hopeful that future trips and residentials will be possible both later in the year and 2021.

Yours faithfully

Mr Phil Randall
Headteacher



St Peter's Church of England Aided School

Quarry Lane, Exeter, EX2 5AP www.spexe.org (01392) 204 764 school@spexe.org

Refund Form for LEW and Residentials:

We will refund the payments you have made by BACS transfer, unless a cheque is specifically requested.

If the refund is to be made to more than one bank account, we will need the details of each account.

Please check all details are correct before returning this form to finance@spexe.org by Friday June 19th 2020. Please use LEW Refund as the subject line.

Student Name:	
Tutor Group:	
LEW Activity or Residential:	
Name of Parent completing this form:	
Parent's Name and Address:	
Parent's email address:	
Bank Name:	
Name as shown on the Account:	
Sort Code:	
Account Number:	
Refund Amount Requested (so we can double check it against our records):	
I would prefer a cheque instead:	

Many thanks for your patience and understanding while we work as quickly as possible through all the refunds.

'Life to the full for everyone.'