

# Glenlola Collegiate School

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01/10/2020

## English and Drama Trip to London: 22nd to 25th October 2020

Dear Parent/Guardian,

Following my previous letter on 2<sup>nd</sup> September, I am writing to confirm the arrangements in place regarding the cancellation of the London trip.

Following a telephone conference with the travel company on 30<sup>th</sup> September, the company has confirmed the following:

- The trip has been cancelled due to the Department of Education's ban on school trips in the current climate.
- The money over and above the deposit of £125 per pupil will be returned to the School's bank account within 14 working days.
- The deposit of £125 per pupil will be given to the School in the form of a Refund Credit Note. This credit note may then either be used to rebook in future (if the situation with COVID-19 becomes more stable) or, on 31<sup>st</sup> March 2021, be exchanged for a refund of its full value. The travel company has assured School that this scheme is backed by procedures in the Republic of Ireland, as our travel company is based in Dublin.
- No additional costs will be incurred to cover air travel, as our flights had not yet been booked.

While we recognise the situation regarding the Refund Credit Notes is not ideal, it is the best outcome possible in this situation.

Once more, we recognise that the pupils will be disappointed, having looked forward to the trip for so long. However, in the interest of the health and safety of pupils and staff, and according to Department of Education guidance, we have no option but to cancel.

When School receives our cash refund from the travel company after 14 working days, I will be in contact once again to confirm how any money you have paid over £125 will be returned to you.

Kind regards,

*E Graham*

**Mrs E Graham**  
Head of English and Drama