



BURLINGTON JUNIOR SCHOOL

Headteacher: Mrs P Utting

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Burlington Road · New Malden · Surrey · KT3 4LT

26th March 2020

Dear Year 6 Parents,

PGL Trip May 2020

It is with great regret that we have to inform you that we have no other option but to cancel the Year 6 trip to Marchant's Hill.

In these uncertain times we cannot promise what will happen for the remainder of your child's time at Burlington, but rest assured we will arrange a wonderful activity for the children if we able to before we break up in July.

You will receive a full refund of all payments made, including the deposit. As our office staff are now working from home this payment will have to be sent straight from our bank account to yours. Please can you send the following details to receive refund to the email address below by Friday 3rd April:

Child's name:

Parent/Guardian name on account:

Bank sort code:

Account number:

Bank:

We aim to process these payments week commencing 13th April. Please supply the above information before the 3rd April to be included in this payment run. If you have any questions please email parent@bjs.rbksch.org. Please stay safe and well.

Kind regards,

P Utting
Head Teacher

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