

Our Ref: 027 16

1st March 2016

Dear Parent/Carer

Unfortunately, due to unforeseeable circumstances, we have been forced to cancel the educational excursion to Edinburgh between **Friday 1st April and Monday 4th April 2016**. The circumstances are beyond our control, and it is with great regret that we have had no other option but to cancel.

You will, of course, be provided with a **FULL REFUND** (Including the deposit) of any payments made. We hope to run this excursion again, and your son will be given a priority place on any future Historical excursion.

We would like to offer our sincerest apologies for any inconvenience and disappointment caused. You will be sent a cheque (via your son) as soon as possible. If you would rather have the cheque posted home, this can be arranged.

Should you have any further questions, please contact me at school on 427 1825, or via email mevans@stmargaretsacademy.com. Many thanks for your understanding in this matter.

Yours sincerely

Miss M Evans
Excursion Leader



REPLY SLIP – Edinburgh 2016 Cancellation

Name: _____ Form: _____

I understand and accept the contents of the above letter, and would like:

- a) For the cheque to be given to my son
- b) For the cheque to be posted home

Please make the cheque payable to: _____

Signed: _____ (parent/carers) Date: _____