



Re: Longdean School, Year 8 PGL Trip, June 2020 – Refund process

Dear Parents and Guardians

Further to our letter to you of 1<sup>st</sup> April regarding trips, PGL have now informed us that the above trip has been cancelled because of the ongoing Covid-19 circumstances and the Government guidelines which remain in place at this time. We are therefore now beginning the refund process for this cancelled trip. Please find below details of how the refund will happen, in due course.

For those payments made for this trip by card through SIMS Pay, the monies will be refunded to the card used for the transaction.

For those who made the payment for this trip by cash or cheque, Miss Hewitt from the school Finance Office, will be in contact with you in due course to obtain your bank account details so that your refund can be made straight to your bank account by Bacs.

For those payments made online payments through School Gateway, as above, Miss Hewitt, will contact with you to obtain your bank account details so that your refund can be made straight to your bank account by Bacs

If you have any queries regarding this, please contact [finance@longdean.herts.sch.uk](mailto:finance@longdean.herts.sch.uk).

Kind regards

Finance Office  
Longdean School