



"Inspiring a love of lifelong learning"

Headteacher: Mrs N Kelly

Deputy Headteacher: Mrs R Madar

Chair of Governors: Mr D Coleshill

Bury Avenue, Hayes, Middlesex, UB4 8LF T: 020 8845 1707 / 3473 e: office@charvilleacademy.org www.charvilleacademy.org

18th March 2020

Dear Parents / Carers

I am writing to inform you that we have made the decision to cancel our **Year 5 Educational Visit to the Science Museum on Wednesday 29th April**. We have made this decision as we are putting in place measures to reduce non-essential social contact.

As the school has made this decision all parents/carers that have paid will receive a full refund. Please allow 3 working days to receive your full refund.

Please note if you have paid via Parentpay online you will receive your refund as a credit to your Parentpay account, which will be sitting in your basket. Please allow up to 3 working days for the refund to appear in your basket.

We are closing this payment option so no further payments can be made. Please note that a full refund is being issued because we have made the decision to cancel the trip.

If you have any questions do not hesitate to contact me.

Yours sincerely

MRS N KELLY
Headteacher

