

Ref: DSM/TKE/Parent/08

**12<sup>th</sup> March 2020**

Dear Parent/Carer

**Move It Trip Cancellation**

I apologise for the short notice, however, I am writing to inform you that the trip that was due to take place to London for the Move It event tomorrow, Friday 13<sup>th</sup> March 2020, has had to be cancelled due to unforeseen staffing issues.

Please be reassured that you will be refunded the sum to which you have paid. There are two ways that the refund may be paid back to you, either via cheque sent to you or paid into your child's dinner account, therefore if you could email [finance@foxhills.outwood.com](mailto:finance@foxhills.outwood.com) expressing your preference of refund.

I understand that this will be a disappointment to your child and if there was any other solution I wouldn't be cancelling the trip.

I would like to take this opportunity to thank you for continued support.

Yours faithfully



Darren Smith  
**Principal**