

Our Ref: GDZ/LBY

20th March 2020

Dear Parent/Carer

We have received Government advice and guidance advising against all overseas education trips for children under 18s. This is because trip leaders would face significant challenges in making arrangements to ensure children's welfare, should adult supervisors or children be required to self-isolate.

It is with regret that we have to inform you that the forthcoming international visit to Barcelona, in July, can no longer go ahead.

We at Outwood Academy Portland, are currently working with our insurance providers to secure reimbursement of funds for parents. As you can imagine, since this is a Government directive, and the Spring-Summer term is a popular time for international school trips, there will be a national impact for many schools and students. With this in mind, we also anticipate that there may be a delay in the processing of our claim; we will keep you informed throughout this process but want to ensure you that we are in the process of dealing with the appropriate parties.

I appreciate that for a number of students, there will be a level of disappointment following this news, but I anticipate that Outwood Academy Portland will look to introduce alternative international experiences at some point in the future.

The academy's preferred method of refund is via BACs. Please complete and return the reply slip enclosed with this letter in order for us to process your refund. If you have any specific questions regarding this issue please contact Louise Booth on l.booth@city.outwood.com

Yours faithfully



Mr G Dzoboku
Principal

Please complete and return to the Finance Office

Student Name	
VMG	
Year Group	
I agree to a refund of the monies that I have paid by BACS to my bank account as follows:	
Name of account holder	
Name of Bank	
Sort Code	
Account Number	
Signed (Parent/Carer)	
Date	
Remittance Email Address	
Telephone Number	