

2 July 2021
Ref: JTn/ CCE

Dear Parents and Carers

Year 4 Hooke Court Refund

Thank you for your patience and support throughout the process of arranging the Year 4 trip to Hooke Court and again with the last minute cancellation.

I apologise for not communicating with you sooner regarding when and how we will be reimbursing you. The CLF Finance team are working tirelessly to process every refund, however, at this stage I am unable to give you an exact date as to when these will be received.

By the end of the term, you will be sent a letter or an email with a link and a unique code. Once this has been received, you will be able to input the details of the bank account that you wish to be refunded to. After this, the refund usually takes 5-7 days.

The CLF Finance team work throughout the summer holidays, so please be assured that you will still be reimbursed even if it is not ready before the end of the school term.

Thank you again for your on-going support throughout these incredibly challenging times.

Kind regards



Mrs Jo Thorn
Assistant Principal
Head of Primary Phase

Work Hard, Be Kind!

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