



RIVERSIDE ACADEMY
 Newbold Road
 Newbold
 Rugby
 CV21 1EH
 Tel. 01788 544096
 Head: Beccy Payne



Dear Parent/Carer,

19th March 2020

Refunds for France Residential

As you will know, due to the current situation with COVID-19 we have had to cancel the Year 6 residential trip to France in June.

We will be processing refunds as soon as possible and hope to have completed them by Tuesday 24th March 2020.

If you have paid by card on the online payment system, this will be refunded straight back to your bank.

As we cannot refund directly with cash, if you paid by this method we will complete a bank transfer of the amount paid. For this to be processed we will need the following details:

- Name of account holder
- Name of Bank
- Sort Code
- Account Number

Please complete the slip below and give to the school office in an envelope. We will handle your details with complete confidentiality and will safely dispose of them in line with GDPR when the payment has been completed.

Thank you for your patience at this time.

Yours faithfully,

Beccy Payne
 Head Teacher

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Child's Name.....

Name of Account holder.....

Name of Bank.....

Sort Code.....

Account number.....