

## **School trips, visits, work experience and Challenge & Celebration Week**

Dear Parent/Carer,

Following careful consideration, we have taken the difficult decision to cancel all school trips and visits, including Challenge and Celebration week, arranged for this academic year. We recognise that this will be disappointing for students but we hope that you can understand our decision in these unprecedented times.

Unfortunately, the work experience planned for Year 10 and 12 students during C&C week will also need to be cancelled to ensure the safety of all our students. The Careers team will be exploring alternative opportunities for work experience for students in these year groups, and will be sending out a more detailed communication soon.

In order to now begin processing any refunds, can we please ask you to complete this [survey](#), which asks what you would like to do regarding trip payments made. You have the option of simply keeping this in your School ParentPay account to carry forward to future trips or dinner money, (N.B. this is the easiest option administratively for the school) or you can of course opt for a full refund.

Please could you complete the survey by Wednesday 20<sup>th</sup> May.

We must make you aware that refunds will inevitably take some time to process. This is because for many events, we have already made payment to the supplier and are just at the beginning of the process of claiming a refund ourselves in order to be able to pass this on to you. In some cases, the supplier will be unable to refund us, and in these cases, we will then have to place an insurance claim which will take more time to process. We would therefore be grateful for your patience and understanding throughout this process, as the school is not in a position to immediately refund everyone as we await significant refunds coming back into school ourselves. Please be assured we will continue to communicate with you throughout however, and should you have any queries at all about refunds then please pass these on to Joy Heyworth at [joy.heyworth@ilkleygs.co.uk](mailto:joy.heyworth@ilkleygs.co.uk)

Finally, please be aware that at the moment, trips already planned for the next academic year have not been cancelled, but we will now continually review these against the latest government guidance and, in the case of overseas trips, the guidance of the other country.

Kind regards,

Mark Rignall

Educational Visits Co-ordinator  
Senior Assistant Headteacher