

# Fulston Manor School

Brenchley Road, Sittingbourne, Kent ME10 4EG  
Email [mail@fulstonmanor.kent.sch.uk](mailto:mail@fulstonmanor.kent.sch.uk)

Tel 01795 475228  
[www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk)



Academy Trust Registered in England: Company No. 7343725

SBU/NFI

30<sup>th</sup> March 2020

Dear Parent/Guardian

**RE: CANCELLATION OF RESIDENTIAL TRIPS**

Unfortunately, due to the ongoing COVID 19 crisis, we are in the unfortunate position of needing to cancel residential trip/s that your child has a place booked on for this academic year.

All payments will be refunded, via Wisepay, back onto the card which was used to pay. Each payment needs to be refunded manually and we will aim to have completed all transactions from our side by the end of next week. It will then take 3-5 working days to show in your bank account.

We will then start the process of claiming back the deposits through our insurance companies and try to get this money back to you as soon as possible.

I hope this information gives you some clarity on the current position we are in during these difficult and unusual times.

Yours faithfully

**Mr S Bendon**  
Assistant Headteacher