



3 April 2020

Dear Parents and Carers

College Trips and Visits 2020

Thank you for your patience and understanding with regards to the recent and developing Covid-19 outbreak in the UK and its impact on future planned trips and visits at Ivybridge Community College.

We are constantly monitoring government advice and applying this across our College risk assessments and procedures and understand that parents may have concerns with the uncertainty around travel restrictions, self-isolation and social distancing advice.

We are working closely with our insurance providers and tour operators and receiving regular updates and advice.

The College will be communicating and posting our own directives as and when we receive them. To assist with this process may we politely request you observe the following points:

1. Please do not make any further payments via ParentPay.
2. Please do not request individual refunds via ParentPay.
3. Please do not email the College requesting individual refunds.
4. Refunds will be organised through ParentPay. Please rest assured that you will receive refunds but it may take slightly longer to organise given the volume of refunds we are dealing with. If your financial need is very urgent, please contact us and we will try to help you.

Please be assured the College is doing its utmost to ensure the safety of our students and to protect payments that have already been made. We thank you in advance for your support through this difficult time.

Yours sincerely

Amy Pearce
Assistant Principal

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