

# The Learning for Life Partnership

C/O Shavington Primary School, Southbank Avenue, Shavington, Crewe, Cheshire. CW2 5BP



02<sup>nd</sup> April 2020

## RE: Refund Requests

Dear Parents, Carers and Guardians,

We recognise that you may have paid some money to the school for the various extended services, extra-curricular experiences, school meals, etc.

We would like to propose that all fees other than school visits shall remain on your account to be used when your child returns to school. The uncertainty about the length of the school closure may result in occurrences where children will not be returning to school i.e. Year 6. If this is the case, we would ask that you allow us to transfer any balances to siblings who attend the school; where there are no siblings we will contact you to arrange a refund in due course.

We will need to direct transfer any refunds into your bank account directly and therefore we would request that you provide us with your bank account details.

When providing us with your bank account details you will be consenting to us using these details to process a refund to the account details that you provide. Once we have made a payment we will ask you to confirm in writing (electronically) that you have received the funds; the e mail will come from [refunds@tlflp.co.uk](mailto:refunds@tlflp.co.uk). We will then delete your bank account details from our records as we will no longer require them.

We have also received numerous requests to process refunds that we have received from parents using the **Tax Free Child Care Vouchers (CCV) Scheme**. The funding we receive from parents using this scheme comes from an intermediary organisation. We expect that we will have to transfer the funds back to the providers of CCVs who will then passport the funds to your employer to allow any refunds that are made to be processed through the PAYE (pay as you earn) taxation mechanism. The refund will need to have the appropriate levels of taxation applied before being paid to you via your employer. I would like to reiterate that this is how we would expect it to work – we are currently speaking with CCV providers.

You will find attached a form to complete to request a refund. We shall then endeavour to get these funds back to you asap. If we do not receive a form we shall assume that you do not require a refund and these funds will stay in abeyance on your account. **Please return forms to the school's admin e mail address.**

There will be a minimum refund of £10 unless you write to us declaring financial hardship or if your child will not be returning to the school.

Finally, I would ask that you are patient with the schools as this is a new process for the admin team to respond to and we need to ensure that this process is fully auditable with control mechanisms in place that reduce financial risk to the Trust.

Kind Regards,

Liam Lewis

Chief Financial and Operations Officer

***The Learning for Life Partnership is a multi-academy-trust dedicated to the provision of education and support services to children with a special emphasis on the needs of the individual child whilst at the same time exploiting all the opportunities provided by the National Curriculum.***