



**CHESSWOOD JUNIOR SCHOOL**  
***Home of Bright Sparks***  
Chesswood Road Worthing West Sussex BN11 2AA  
**Head Teacher: Mr Andrew Jolley**



[www.chesswood.w-sussex.sch.uk](http://www.chesswood.w-sussex.sch.uk)  
[office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)  
Tel: Worthing (01903) 204141

July 2020

Dear Parents

**Cancelled Carrotty Wood residential in September 2020 – refund to parents**

Following my earlier email to parents regarding the refund of monies for the cancelled residential in September, unfortunately we have experienced technical difficulties with making refunds through SchoolsBuddy and therefore all refunds will now need to be made by cheque.

We do apologise for the delay this has caused but are now working to refund the monies as a matter of urgency. We also appreciate that this is not the most convenient method of repayment but can see no immediate way around it and want to get the monies refunded to you as soon as possible.

Please would you therefore complete the Microsoft form confirming who the cheque should be payable to and which can be found on our website – learning – school visits – Year 3 or click on the link – <https://www.chesswood.w-sussex.sch.uk/page/?title=Year+3&pid=145>.

Please complete the form by 9am on Thursday 16<sup>th</sup> July 2020 for us to ensure that the cheque is completed and handed/sent to you by the end of term. After that point, we will do everything we can to process the payment before the end of term but this cannot be guaranteed and it may not be possible to process the payment until the start of the Autumn term when the necessary staff have returned to work.

For those who have already confirmed details for the cheques, these are being prepared and will be either handed to you at collection time if your child is in school or posted to the primary address on our system if your child is not currently in school.

Should you have any queries then please contact Mrs Brown – [kbrown@chesswood.w-sussex.sch.uk](mailto:kbrown@chesswood.w-sussex.sch.uk).

Kind regards

Kate Brown  
Finance Administrator/Trip Co-Ordinator

**DREAM – ASPIRE - ACHIEVE**