



King's Academy Ringmer

September 25, 2020

Dear Parent/Carer

Year 11 Prom 2020 and Locker Keys and refunds

I am writing to give you an update firstly on the Year 11 Prom. As I mentioned in the last newsletter we were hoping to get a new date organised later in the year for the Year 11 Prom 2020 to go ahead. Unfortunately, due to the COVID-19 restrictions that we must adhere to we are still unable to get any new date organised. Sadly, we have had to make the final decision to cancel the Prom 2020 and so will issue a refund for all monies paid to us.

Secondly, we would normally have a Year 11 Clearance Day in June and collect all books, locker keys etc and give the £10 locker deposit refund to the students. We were hoping to be able to do this at a Year 11 celebration evening that we were hoping to have in the next few weeks. Again, due to the current limitations we will be unable to organise such an event in the present climate.

We would ask if you can return the locker key to the Finance Office at school with the slip below either by post or with another student at the school. If your child has lost their key please advise and we will take the cost of £3 for the replacement key from the deposit

We will do a refund cheque for the total of the Prom 2020 and refund of the £10 locker deposit; please can you complete the slip below and return it to us at your earliest convenience to allow us to arrange the refunds.

Should you have any queries, please contact ringmer.finance@kingsacademies.uk

We know this is disappointing news but we will try and have a reunion event as soon as we are able

Yours Faithfully

Mrs S. Williams
Principal

Please detach and return to the Finance Office with the locker key

Name of Student _____ Tutor Group _____

Locker key returned YES/NO Lost Locker key YES/NO

Name of Account cheque to be made payable to _____

Address

Lewes Road, Ringmer East Sussex,
BN8 5RB

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www.kgaringmer.uk

Principal: Mrs S. Williams BA (Hons) PGCE

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