

Dear Parent/Carer,

Cancellation of Horstead Residential Trip

Firstly, please accept my apologies for the delay in writing to you about the Y6 residential being cut short. As I'm sure you will appreciate there has been a lot to organise in terms of remote learning, free school meals and staff cover arrangements. In this letter I will explain how and why the cancellation came about and what arrangements school is making to refund money due to you.

During Tuesday morning, whilst the children were on their second day at Horstead, school received a phone call from the Norfolk Outbreak Team. They informed us that they had a positive Covid case alert for one of our Year 6 pupils. **This was the first time anyone in school was aware of a confirmed positive PCR test.** We were instructed that the children would have to be brought home as soon as possible and that they, the school staff and the staff at Horstead who had worked with the children would have to immediately self-isolate for 10 days as per Covid regulations. At this point, children had completed half of their activities and were having lunch. The child with a positive test result was immediately isolated. However, prior to that, children had mixed both inside and outside the building so it would be impossible to identify who had close contact with who. We were then left with the difficult problem of how we would get the children home. Fortunately the coach company agreed to collect the children later that afternoon, sending the same driver who had driven them the previous day before he went into self-isolation. The manager of the centre immediately sent all his staff home and the centre will remain closed during the isolation period.

The children were brilliant throughout the time at Horstead – a real credit to you and to the school. Their behaviour was impeccable and they threw themselves into the experience with enthusiasm. Although obviously disappointed that their visit had to come to an early finish, they rose to the occasion and quickly packed and tidied their rooms, being as co-operative and helpful as they could. I am very proud of them. This is not how we would like them to remember their last weeks at Northgate. They have their trip to Pleasurewood Hills and I will be discussing with Y6 staff what other celebratory/fun activities we can provide for our Y6 students before the end of term. Details will follow.

Some of you have enquired about a refund of the cost of the trip. We propose to refund £35 for each child. This is calculated as follows

£80 less £7.80 coach costs per child = £72.20

£72.20 less the costs of activities/accommodation/food provided during the stay (£37.20) = £35.00

Clearly the Horstead Centre will not be offering a refund as the visit was cancelled through no fault of theirs. As School is not insured for such events all refunds will need to come from the school budget.

Although we have no ready reserve of money to cover such eventualities, I feel it is only fair to refund to you what you paid for but which your child did not receive. The office will be dealing with refunds between now and the end of term.

Thank you for your patience and understanding during what has been a difficult time for everyone involved. We look forward to seeing the children back in school so that we can make their last days with us as happy and positive as possible.

Yours faithfully

Mr M Collins
Headteacher MA

