

# SWINDON VILLAGE PRIMARY SCHOOL

Church Road | Tel: 01242 690016  
Swindon Village, Cheltenham | Fax: 01242 690017  
Gloucestershire | Email: admin@swindonvillage.gloucs.sch.uk  
GL51 9QP | Website: www.swindonvillage.co.uk



Head Teacher: Mr G Mills BA Hons (QTS), NPQH

10<sup>th</sup> June 2026

Dear Parent/Carer,

## Subject: Broad Haven Residential – Refund of Cancelled Activities

Following the cancellation of some scheduled events during the Broad Haven residential, we are writing to inform you that a refund of **£44.21 per child** is due. If your child was entitled to the 50% discount, you will be due a refund of **£22.11 per child**.

To enable us to process this refund, we kindly ask that you provide your bank details on the slip below. For data protection reasons, please ensure this information is sent securely to the school office. Please also be assured that any personal banking information provided will be used solely for the purpose of processing this refund and will be securely destroyed once the payment has been made.

We would be grateful if you could submit your bank details by **Friday 19th June**. Refunds will then be processed and paid **by the end of the academic year**.

If you have any questions, please do not hesitate to contact us.

Yours faithfully,

**Vikki Tarling**  
School Business Manager

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### Broad Haven Refund

Name of Child: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please return by **Friday 19th June**

*Learning from each other – achieving together*

