



Dear Parents and Guardians,

**Subject: Apology for Unexpected Cost Associated with the School Trip**

We hope this letter finds you well. We are writing to address an issue that has recently come to our attention regarding the upcoming school trip that was initially advertised as a free excursion. We sincerely apologize for any confusion or inconvenience this may have caused.

As you are aware, our school aims to provide enriching educational experiences for our students that broaden their horizons and foster their personal growth. In line with this objective, we had planned an exciting trip for all our students for a **tour of London and Cinema Screening** on the **19<sup>th</sup> July 2023**. The initial plan was to offer this trip to all participants free of charge.

However, during the planning process, unforeseen circumstances arose that necessitated additional expenses, which we regrettably failed to account for adequately. As a result, we have had to reassess the cost associated with the school trip.

We understand that the unexpected cost may cause concerns for some families, and we are deeply sorry for any inconvenience this may have caused. After careful consideration and exploring various options to reduce the expenses, we have arrived at a revised cost for the school trip. The new cost per student will be **£10**. This should be paid through ParentPay. We acknowledge that this is not what was initially communicated, and we sincerely apologize for the discrepancy. We have partially subsidised the costs of the trip for students.

We want to assure you that we are working diligently to provide the best possible experience for our students while minimizing the financial burden on families.

We understand that this change may require adjustments to your plans and budgets. Our dedicated team is available to discuss any concerns or questions you may have regarding the revised cost or the school trip itself. Please contact our school office. We value open communication and will do our best to address your queries promptly. Once again, we apologize for any inconvenience caused by the unexpected cost associated with the school trip. We appreciate your understanding and continued support as we strive to provide the best educational experiences for our students.

Yours Sincerely,

Mr Abebreseh  
**Head of Year 8**