



Friday, August 27, 2021

## Term 3 Visiting Performance Tours - Incursion Cancellations

Dear Parents / Caregivers,

As a result of the ongoing lockdown in Sydney, the visiting performances we scheduled for Term 3 can no longer take place or be postponed. Therefore, we will be refunding all monies paid for the Term 3 Visiting Performance Tours: "Scott's BMX Trick Bike Show" and "Sussing Out The Solar System" (a total of \$11 per child).

Refund payments for the cancelled performances will be made in the following way:

- Performance payments will be refunded by the Department of Education. We do not have a school bank account. All school funds are located centrally within one state Department account. We have provided each child with a refund form. Please complete this form and return it to the school by the end of Week 9 (Friday, September 10). It can be scanned and emailed or returned via mail, or with your child (should they be attending school). Refund claims returned by this day will be processed a by our school administration team during the following week.

Once I approve these refunds, the Department of Education will refund the amount paid to your nominated bank account. Please be aware that the Department processes all refunds once a month. Payments may take up to four weeks to reach your bank account, once processed by the school.

If you have any questions about the form, refunds or the cancellation of the incursions, please contact our administration team at school on (02)64951266.

Regards,  
Michelle Hulme  
Principal