



26 May 2020

Dear Parents and Carers,

I hope this finds you well. I would not usually write to you about this sort of thing and hope you can forgive this intrusion. I wanted to let you know about an unseen impact of the COVID crisis on our school that I hope that some parents who are in a position to do so may be able to help us with.

Due to the complexities of being government funded, we are incurring several additional costs or losses in the current pandemic. The total losses for the school in terms of lost income from catering, the gym, lettings and other sources will be in the tens of thousands of pounds and will, most likely, amount to over one hundred thousand pounds. Our budget is well managed, but this loss may put us under considerable financial pressure going forwards.

I ask, wherever possible, and only for families who can afford it, that you consider if you can personally write off any monies owed to you for things like canteen payments, work experience or music lessons. I understand that this is a big ask, and for many of you, this will not be a possibility in these challenging times. There is certainly no pressure to do this, but I wanted to ask as because as things stand, we may face some difficult financial decisions in the future. A donation of a partial refund amount would also be extremely helpful if the full amount is not a possibility. Similarly, if your child is in Year7-10, a transfer of monies owed to their catering account could provide us with some assistance.

I hope you can understand that if it were not for these unprecedented times, I would not be writing asking for you to part with your money. It is with regret that I feel it is necessary to do so.

I must reiterate that there is no expectation on parents to do this – I know some of you will be facing financial difficulties at the moment. If this is the case, please do not hesitate to contact us to ask for any refunds due. Please note that in these exceptional circumstances, in order to help with administration, we will not provide automatic refunds.

If you are able to donate or would like to transfer the funds to a canteen account, but have already requested a refund, please make your request to [admin@testbourne.school](mailto:admin@testbourne.school) stating the student name, the amount and what the money was paid towards. Alternatively, if you have not yet requested a refund but are able to donate the money, simply do nothing. We will not automatically refund payments so your money will automatically be donated.

I thank you for your continued support and understanding.

Kind regards,

Mr Jon Beck  
Headteacher

Achievement • Excellence • Integrity

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