

6<sup>th</sup> July 2021

Dear Parents/Carers,

**Year 6 credit in account**

As we are approaching the end of term I am writing to let you know that there is currently a credit on the account for your child in year 6.

If there is credit in the account at the end of term the following options are available:

- Credit will be transferred to a sibling in the school,
- Refund can be requested by contacting the office, or
- Credit can be donated to the school.

You will only need to contact the office if you would like to request a refund. Please do this in writing by emailing [admin@trinityroad.essex.sch.uk](mailto:admin@trinityroad.essex.sch.uk) with the name and class of your child.

Yours sincerely

Mrs G Marrion

Headteacher

Trinity Road, Chelmsford, Essex CM2 6HS  
Tel: 01245 354 517  
Email: [admin@trinityroad.essex.sch.uk](mailto:admin@trinityroad.essex.sch.uk)  
[www.trinityroad.essex.sch.uk](http://www.trinityroad.essex.sch.uk)

