



Dear Parent / Guardian,

We thought it would be helpful to write to all Darby's users to set out what the school's approach will be in the event of their children being unable to attend for any reasons related to the ongoing coronavirus pandemic.

As you will be aware, the Darby's contract terms state that full fees are payable for any contracted sessions which the child does not attend for any reason.

In current times, there are several different scenarios in which children may not be able to attend their booked session:

- A child is isolating at home awaiting a Covid test result
- A bubble within school being closed
- A full school closure due to an outbreak
- A full school closure due to a local/national lockdown

In such circumstances, fees will remain non-refundable but we will consider specific requests. Based on individual circumstances, the Governors will take a view on whether to make full or partial refund to individuals by way of credit to their Darby's account.

This has been a difficult decision to make but as the school will continue to have staff costs and other overheads to meet we need to ensure that our costs are covered. The Board of Governors has an obligation to protect the school's financial position in the interests of all pupils. If the school were to receive financial aid from the Government in the case of a full lockdown, we would apply credits accordingly so as not to make financial gain from the situation.

We trust that this letter provides clarity in advance of any such circumstances arising, although we hope, of course, that they will be avoided.

Yours sincerely,

Antoinette Fisher
Chair of the Governing Body

