



Hill Top Primary Academy
Batley Road, West Ardsley, Wakefield, WF3 1HD
Principal: Mrs Karen Hyams
Deputy Principal: Mrs Joanne Lancaster
Tel: (0113) 3074750
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Dear Parents,

We are now able to refund parents for the London 2020 residential. We have secured refunds for the majority of the monies except £3.57 per person. This amount was a non-refundable deposit for a workshop.

As the monies have already been paid into the bank we would need the following details to enable Leodis finance department to refund via BACS.

- Name of bank account
- Name of bank
- Sort Code
- Account number

The information can be sent in two separate emails .

If you do not wish to send these details via email, you are able to ring through to the school office on

MONDAY 28TH SEPTEMBER 2020 between 10am until 12noon

You are also able to send bank details in a sealed envelope with your child .

Please send details as soon as possible as we have to send all details to the central finance department who will authorise and arrange payment via BACS.

Kind Regards

Mrs Julie Parkinson

School Business Manager
Hill Top Primary Academy
a member of the Leodis Academies Trust
Batley Road
West Ardsley
Wakefield
WF3 1HD

