

# LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

**Tel:** 01524 580600 **Ext:** 216

**Email:** [rthomas@lrgs.org.uk](mailto:rthomas@lrgs.org.uk)

Ray Thomas Director of Finance & Support Services



27<sup>th</sup> March 2020

Dear Parent

Following the closure of the school and the provision of boarding we are temporarily suspending the collection of boarding fees from the date of closure until the date we reopen. We will not collect any fees via direct debit nor issue any invoices for the summer term until we are able to return to normal and reopen the boarding houses. Where there is a credit on your account we will carry this forward and offset against the next invoice and will adjust future direct debit payments accordingly. For those that were in the Upper 6<sup>th</sup> we will refund any credit balances along with your deposit in due course.

If you have any queries please contact Ray Thomas, Director of Finance & Support Services by e mail at [rthomas@lrgs.org.uk](mailto:rthomas@lrgs.org.uk)

We hope that you are all well and adjusting to life in these very difficult times.

Yours faithfully,

Mr R Thomas