

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Mrs R V Worth



September 2025

Dear Parents/Carers

We hope your child had a fantastic experience on the Space Academy trip, which took place from 7th to 12th July 2025.

We're writing to let you know that there is a **surplus in the funds collected** for the trip. Therefore, you will be able to get a refund of £100 or donate the money to the school.

You now have the option to either:

- **Request a refund, or**
- **Donate the surplus to the school**, where it will be gratefully received and used to support future student activities.

Please fill in the form below with your preference.

If you would prefer a refund, please complete the form linked below with your bank details by **Friday, 3rd October 2025**. You will only be able to submit the form once per child, so please ensure all details are correct before submitting.

Refunds will be processed before half term, and you should expect to see the money in your bank account the week commencing 20th October 2025.

<https://forms.office.com/e/eVf0SAaFhV>

If we do not receive a completed form by the deadline, we will assume you are happy to donate the surplus to the school.

Thank you for your continued support.

Yours sincerely

Miss O Payagala
Finance and Premises Assistant
Southend High School for Boys

