

24 March 2020

PARENTS & CARERS
Catholic Education Diocese of Parramatta

Dear Parents and Carers

We understand that the COVID-19 pandemic has affected the financial circumstances of many families in a sudden and unprecedented way. Our long standing principle remains that **no child who meets the enrolment criteria will be refused enrolment or disadvantaged because of a family's financial circumstances.**

In view of the current situation, it will not be possible to follow our usual process for validation of these circumstances. In good faith, we are taking the following actions:

- if your family is experiencing financial difficulties due to COVID-19, we ask that you pay what you can when you can
- we will be suspending any follow up activity with respect to outstanding fees
- we will not be sending statements for Term 2 until there is greater clarity about the duration of the pandemic
- for excursions that may have been paid for and cancelled, we will be refunding these payments irrespective of whether or not CEDP is able to obtain a refund from the excursion supplier either by crediting back to your account or reimbursement, depending upon what method was used to make the excursion payment
- in relation to excursions that are merely postponed, we will not take any action at this stage.

Thank you so much for your assistance as we continue to support not just our students in their continued learning but also our dedicated staff.

Yours sincerely



Mark Holyoake
Director Enterprise
Catholic Education Diocese of Parramatta