



LANGLEY  
PRE-PREP PREP SENIOR SIXTH FORM



Dear Parents and Guardians

I am writing, as I wish to remind parents that the School offers a school fees refund scheme which is administered by Marsh Ltd.

The scheme provides insurance against school fees paid should your child not be able to attend school due to illness or injury. We expect it to be kept under review, as seems the case for most insurances, but cover includes COVID-19 for pupils who test positive and are absent for more than 7 days (evidence of a positive COVID-19 test would be required). The policy does not cover absences for reasons of self-isolation or fear of contracting the disease. A copy of the scheme details are attached and include details of charges.

The next opportunity for cover is from the start of the Summer Term. If you wish to take out this insurance, please email the Income & Billing Manager, Ginette Meyer, on [accounts@langleschool.co.uk](mailto:accounts@langleschool.co.uk) by **no later than 20 March 2020** with the attached form completed so that we can update the insurers with details of who requires cover. The premium is collected via the fee bill. Cover will begin on the first day of the Summer Term or when payment has been received, whichever is later. Please note that this is a rolling cover and so if you do not wish to be covered for future Terms, you will need to inform the Income & Billing Manager before the end of the last term of cover.

If you have any queries, please direct your query to a member of the finance team [accounts@langleschool.co.uk](mailto:accounts@langleschool.co.uk)

Kindest regards

Sarah Rodgerson

Director of Finance