

25th Sept 2014

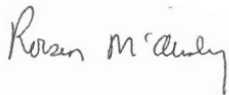
Dear Principal,

During this week we were distributing the materials from the Journey to School Road Safety project. This was a project STEP delivered on behalf of DOE Road Safety Community Grants following on from our project completed last year. This year's materials included a Road Safety Songbook and CD aimed particularly at keystone 1 pupils.

We have discovered late yesterday evening that the Royal Mail has suggested that while some of the packages containing the materials are fine, some were 1 pence short on postage in spite of the packages being weighed and stamps purchased accordingly. We have attempted to resolve this with Royal Mail this morning but they have said there is no easy way around it other than the recipient coming to the post office. So you may have received a notification from Royal Mail that there is a package in your sorting office with underpaid postage – this will be for 1 pence but there is also a surcharge of £1 to collect the package of resources. I apologise wholeheartedly for the inconvenience this has caused and can only offer schools the opportunity to send me the receipt for paying the £1.01 and we will repay it you – packages must also be collected within 21 days of receiving notification.

This project was to provide useful and positive resources for all the primary schools in Northern Ireland and I sincerely hope that this inconvenience will not damage the impact of the project materials. Apologies again and I hope that when you eventually receive the project materials you will find them very useful. Please feel free to visit our project website www.journeytoschool.com for more information on the project.

Kindest regards,



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