



Priory School (Foundation)

Orchard Avenue, Slough, Berkshire, SL1 6HE
Telephone: 01628 600300
office@prioryschool.com www.prioryschool.com
Headteacher: Mrs. J. Laver



Formal Request for Withdrawal

In order to withdraw your child from Priory School Foundation please complete the following information along with the short exit questionnaire overleaf. This completed form should then be forwarded to our Office Supervisor, Mrs Whitaker, along with a completed Transfer Request Form (available from your Local Council) for processing and authorisation by our Headteacher.

We regret that you have decided to withdraw your child from our school; however, we wish you continued success in your future endeavours and your child every happiness in their new school.

Please note, that before being able to take your child off roll, we require the fulfilment of all financial obligations. To reconcile any financial situation, please contact our Pupil Services Administrator, Marion Karpowicz on 01628 600300 or by email at marion.karpowicz.prioryschool.com.

I hereby withdraw my child:
(Please print details below clearly)

Pupil's full name _____ Class / Year Group _____

Parent/Carer name _____ Parent/Carer Signature _____

Address _____

Post Code: _____ Contact Tel No. _____ Today's Date _____

My child's last day at Priory School will be: _____

My child's new school is: _____
(Please provide the name of your child's new school, and the school's postcode)

My child will be starting at the above school on: _____
(Please provide enrolment date)



PUPIL EXIT QUESTIONNAIRE

As part of our continuing effort to meet the needs of pupils and families, please take a few minutes to answer the following questions.

If you would like to meet with a member of my staff to discuss your decision to withdraw your child, then please contact Mrs Nicky Whitaker, who will coordinate this for you. Mrs Whitaker can be contacted on 01628 600304 or at admissions@prioryschool.com.

Thank you.
Mrs J Laver, Headteacher

Name of person completing this form (please print clearly) _____

Relationship to pupil _____ Date _____

1. What initially attracted you to Priory School? _____

2. List any strength of Priory School, in relation to your child _____

3. List any weaknesses of Priory School, in relation to your child _____

5. What is your reason for leaving Priory School? _____

6. We would like to follow up at a later date to ask how your child is adjusting to his/her new school.

To which address or e-mail address should we mail future correspondence?

If you would like to add additional comments, please do so below.

Thank you