

Ministry of Defence

**AKROTIRI SCHOOL,**

**RAF Akrotiri,**

**BFPO 57**

**Tel: 00-35725-27-6167**

**Fax: 00-35725-27-6837**

**e-mail:** **Akrotiri.Primary@modschools.org**

**NOTIFICATION OF**

**LEAVING FORM**

 **ASDP\_1a**

**IMPORTANT NOTE FOR PARENTS**

****

**Please return this form after completion to the School Office as soon as possible.**

* **An envelope containing important documentation for your child/ren will be ready on your child’s last day for collection from the School Office.**
* **You need to sign the ‘Parent’s Confirmation’ box below ON YOUR CHILD’S LAST DAY confirming that you have received the Leaving Pack.**
* **Please hand all documents to the Headteacher of the next School.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Child’s/children’s name**  | **Date of birth** | **Year group and class teacher’s name** | **Last day in school** | **Last day on island** | **First day in next school** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Particulars of Head of House:**

 **Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Service No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Forwarding Details**

|  |  |
| --- | --- |
| **\* Name and address of child’s new school** | **New home address/forwarding address in the UK** |
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|  |  |
|  |  |
| **Email address of school:****Tel. number of school:** | **Email address of parent:****Tel. number of parent:** |
| **\* PLEASE NOTE:**  | ***If you are going to a state funded school in England, please ensure your new school is made aware of your service status, so they can claim extra funding.*** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent's Signature**

 **PARENT’S CONFIRMATION:**

**I have collected my child’s / children’s ‘Leaving Pack/s’.**

 **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR SCHOOL USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |
| **LEAVING PACK PREPARED**  | **SS** |  |
| **DATE** |  |

 **GE SS**