



Zouch Academy

Wavell Road, Tidworth
Wiltshire SP9 7JF

Tel: 01980 842293

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Email: admin@zouch.wilts.sch.uk

www.zouch.wilts.sch.uk

Principal: Julie Tridgell

Date.....

Dear Parent/Carer,

Thank you for informing the school thatin Class..... will be leaving.

Would you kindly complete the slip below and return to school as soon as possible.

On your child's last day at school would you please come into the school office to sign for his/her documents and school report for you to take on to his/her new school.

If you have any queries please do not hesitate to contact the school office.

Yours sincerely,

T Reeves (Mrs)
Pupil Services Officer

Leaving Reply Slip

Child's NameClasswill be leaving

Zouch Primary School on date.....

I understand I am responsible for the collection of my child's/children's documents on their last day at school.

We are a civilian family

We are a service family

Name, address and telephone number of child's next school

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Parents Name.....

Forwarding Address:

Receipt of Records Signature:

**Admin Use
Only**
New School
DFES Number
...../.....

Admin Use Only

On Computer Teacher Informed Transfer Form to Teacher CTF Emailed Records sent

Copy to Deputy Head Copy to SENCO Removed from Bug Club Removed from Cool Milk



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