



# Priory School (Foundation)

Orchard Avenue, Slough, Berkshire, SL1 6HE  
www.prioryschool.com  
Head teacher: Mrs H Foster

## 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 Marion Karpowicz Pupil Services Administrator, 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](mailto:marion.karpowicz@prioryschool.com)

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

Pupil's Full Name \_\_\_\_\_ Class / Year Group \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Address \_\_\_\_\_

Post Code: \_\_\_\_\_ Contact Tel No. \_\_\_\_\_

Date \_\_\_\_\_

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

My child's new school is: \_\_\_\_\_

Contact: Telephone: 01628 600300  
office@prioryschool.com



# 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 Marion Karpowicz, who will coordinate this for you. Miss Karpowicz can be contacted on 01628 600304 or at [marion.karpowicz@prioryschool.com](mailto:marion.karpowicz@prioryschool.com)

Thank you.  
Mrs H Foster, 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:

---

---

4. What is your reason for leaving Priory School?

---

---

5. We would like to follow up at a later date to ask how your child is adjusting to their new school. To which address or e-mail address should we mail future correspondence:

---

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

Thank you