



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 10.14 NOTIFICATION OF LEAVING FORM

Central@RLK  
Former Robert Le Kyng Children's Centre Building  
Westcott Street  
Swindon  
Wiltshire  
SN1 5HS  
01793 617484  
[central.rlk@hotmail.com](mailto:central.rlk@hotmail.com)

Ofsted: EY492977

You are required to provide us with at least one month's notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our terms and conditions for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.

I confirm that \_\_\_\_\_ (insert child's name) will be leaving Central@RLK on \_\_\_\_\_ (insert date) and hereby give the required one month's notice period.

Name of Parent/Guardian: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### FEEDBACK:

Because we are always seeking to develop and improve our services we would be grateful for a response to the questions below. All feedback is treated confidentially and is greatly valued

1. How long has your child attended our setting?	_____ years		_____ months	
2. Why is your child leaving?	Cost	Starting Primary School	To attend another setting	Moving out of the area



# CENTRAL@RLK

## POLICIES AND PROCEDURES

3. How would you rate the standard of care and education your child has received?	Outstanding	Good	Satisfactory	Poor
Any other comments:				

This policy was adopted at a meeting of	<b>Central@RLK</b>
Held on	<b>27<sup>th</sup> July 2015</b>
Date to be reviewed	<b>July 2015</b>
Signed on behalf of the management committee	
Name of signatory	<b>Rebecca Davies</b>
Role of signatory (e.g. chair/owner)	<b>Chairperson</b>