

Head teacher: Mr. Zia Qazi



23 Westbourne Road
Luton Beds LU4 8JD
Tel: 01582 48 46 17

Dear Parents and Carers,

We would like to take this opportunity to remind all parents and carers of Mehria Primary School's policy regarding the removal of a child from the school roll.

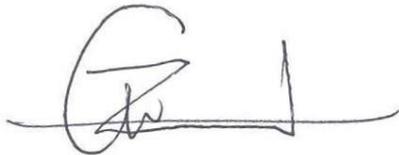
In accordance with our school terms and conditions, we require a minimum of one full term's notice if you intend to withdraw your child from the school. This notice must be provided in writing and submitted to the school office in advance of your child's final term.

Please note that if the required notice is not given, parents and carers will be liable for the full term's fees, even if the child does not attend during that period. This policy is in place to ensure that school places can be allocated appropriately to children on the waiting list and to allow the school to plan staffing and resources effectively.

We kindly ask all parents and carers to inform the school as early as possible should they be considering withdrawing their child. If you have any questions or require further clarification, please do not hesitate to contact the school office.

Thank you for your cooperation and continued support.

Yours sincerely,



Kind Regards,

Zia Qazi
Head Teacher/Safeguarding Officer
Mehria Primary School
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