



St Monica's Primary School

North Parramatta

13 November 2017

Dear Parents,

Are You Relocating in 2018?

If you are relocating for any reason would you kindly inform us as soon as possible to enable us to organise an appropriate farewell for your child/ren.

Please complete the reply slip below and return it to the school office at your earliest convenience.

✂-----

Relocating in 2018 (Please return to the School Office)

We **will be leaving** St Monica's Primary School, North Parramatta

STUDENT'S NAME: _____ (Please Print)

STUDENT'S LAST DAY AT ST MONICA'S _____

NEW SCHOOL DETAILS

Please let us know the details of the new school that your child/ren will be attending as this is a government requirement and is needed to update your child's student record.

CONTACT DETAILS

We would also appreciate your new contact address and telephone number, if possible, to allow us to forward any reports or information to you if necessary.

Parent Name _____ **Parent Signature** _____ **Date** _____
(Please Print)

Notice of Intention to Remove a Student from St Monica's School

The Catholic Education, Diocese of Parramatta Office has developed a Policy relating to the notice required from parents to terminate their children's enrolment in the schools of the Parramatta Diocese.

In part this states "A **term's notice (10 weeks) in writing must be given to the Principal before the removal of a student or a full term's fees will be paid.** The notice can be given any time during the term for the next term."

This means that unless the school receives a term's notice no pro rata adjustment will be given for part term tuition.

10 Dakiny Street North Parramatta 2151

Telephone (02) 8832 4100

Facsimile (02) 9683 4984

Email StMonicasNParra@parra.catholic.edu.au

www.stmonicasparra.catholic.edu.au