



**Kelvedon St Mary's
C of E Primary Academy,
Nursery & Autism Support Centre**

Docwra Road, Kelvedon, Colchester, Essex CO5 9DS
Tel: 01376 570411

email: admin@kelvedonacademy.com
nursery@kelvedonacademy.com
web site: www.kelvedonacademy.com

Executive Headteacher: Mrs. L. Osborne BA (Hons) NPQH
Head of School: Mrs A. Nottage BA (Hons)

Kelvedon Academy Nursery Notification of leaving form

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. The amount will be debited from your child's ParentPay account for immediate payment.

I confirm that on _____ (date), _____ (child's name)

will be leaving Kelvedon Academy Nursery and hereby give the required one month's notice.

Name of parent / carer

Signature _____ Date _____

