WALTHAMSTOW MONTESSORI SCHOOL
LEAVERS' PROCEDURES

Guidelines:

Information and guidelines on our 'Leavers' Procedures are communicated to parents upon entry to the school and in our Terms & Conditions that parents sign. At the beginning of each term parents are reminded that should their child be leaving us, that appropriate notice is given.

Notice Period:

Parents/Carers are advised that if their child is leaving WMS that notice should be provided in writing to the school office on or before the published dates. This notice will be formally acknowledged in writing. A full term's notice is required and published dates will be emailed at the beginning of term as a reminder. Information on this can be found in our Terms & Conditions (this document can be found on our web site) but is always provided to parents before a child starts with us.

Information Requested from Parents:

The school will also request information on the details of the future school and/or address that the family is moving to.

At the end of term parents are invited to a Leavers' assembly to celebrate their child's time here with us.

During the last week of term all of the child's work and personal property as well as any medicines are returned.

Deposit:

Upon entry to the school a deposit is taken and returned when the child leaves. This will be dependent upon the correct notice period being given and the

account being in order with no outstanding fees. Any charges incurred such as late payment penalty charges for fees will be deducted from the deposit.

Return of funds will be made via bank transfer so we request that bank details are provided in writing to the school office prior to the child departing WMS, to ensure we are able to efficiently process the return of the funds.

Date Last Reviewed: 1st September 2026

Date to be Reviewed: 1st September 2027