



ST. CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL, PENANG

No. 10 Nunn Road, 10350 Penang, West Malaysia.

Tel: +604 226 3589 / 228 0752 Fax: +604 226 4340

Email: Principal – martin.towse@scips.org.my School – scipsoffice@scips.org.my

PRINCIPAL : MARTIN TOWSE

Date: 29th April 2015

Dear Parents,

WITHDRAWAL NOTICE

We ask parents to update the school with any expected date(s) of departure or information as to when you are likely to withdraw your child(ren) from St Christopher's. This information you provide does help us with our forward planning.

Parents who will be leaving the school at the end of the Term 3, please complete the withdrawal notice and hand back to the school office before **Friday 29th May 2015**. Please be aware that the School Policy requires the six school week's withdrawal notice to the last day of this term, Friday 10th July 2015. Insufficient notice given will result with your depreciated deposit being forfeited.

Yours sincerely,

Martin Towse
Principal

WITHDRAWAL NOTICE / EXPECTED DATE OF DEPARTURE

(Return to the School before Friday 29th May 2015)

Child's Name:

Class:

(In Block Capitals)

This letter confirms that I am withdrawing my child from St Christopher's, with effective from
..... (dd/mm/yyyy – please insert the date of leaving)

Parent's Name:

Signature:

(In Block Capitals)

Email Address:

Mobile No.: