

RE-ENROLMENT PROCESS

SCHOOL YEAR 2020/21



“Too many schools are factories, built around repetition and production, where the beginning is the end. Our school is a centre of learning, founded on creativity and discovery, where the end is just the beginning.”

In order to ensure this process is quick and efficient, your child will automatically be secured a place for the next academic year, once a deposit of €200 per child is received. This reservation fee will be charged to your account during the last week of February 2020. This amount will be deducted proportionally from next year's monthly payment. Please note that if your child is unable to start school at the beginning of the school year, **the deposit will not be refunded.**

If your child is not returning to school in September 2020, we ask you to complete and return the "Withdrawal from School" form to school reception or by email to contabilidad@richmondpark.school by 31 January 2020.

The confirmation of a place in school implies the acceptance of all school's policies and procedures. Should you be interested in younger siblings of current pupils joining the school but have not yet registered them, we request you to get in touch **as soon as possible with our admissions department.**

WITHDRAWAL FROM SCHOOL

Please return to the school reception or by email to contabilidad@richmondpark.school by 31 January 2020

We hereby confirm the withdrawal of our child/children at the end of this academic year.

Child's name	
Current year group	
2 nd Child's name	
Current year group	
3 rd Child's name	
Current year group	
4 th Child's name	
Current year group	
Reason for withdrawing	

Parents name and signature:

DNI/Passport n°:
