



T H E
GLASGOW ACADEMY

Rector: Peter Brodie, MA, MA (Ed)

January 2011

Dear Parents,

Yet again we look set to have a busy and productive term, from which I hope your children will gain.

The Glasgow Academy is an increasingly popular choice amongst parents looking to educate their children. At the beginning of the Spring term we are interviewing and testing applicants for places at The Academy for next session. To help us ascertain the number of new places we can award, and also to assist us in our budgeting for next session, I am writing to ask you to complete and return the form below.

If you know your child will not be returning for the next session please indicate this on the form and sign it. I have assumed all current S6 pupils will not be returning and they have not been given this letter.

If you think there is a possibility of your child's not returning next session please give separate provisional notice of withdrawal in writing to me. I will always acknowledge receipt of such a letter in writing to you. If you do not receive an acknowledgement please contact the school as it may indicate that your letter did not arrive. This provisional notice should be confirmed as soon as you can, again, in writing to me. If you are expecting your child to return next session please indicate this on the form and return it to me. This is not binding and, if circumstances change, a letter from you giving written notice of withdrawal will suffice.

May I respectfully remind you that you are obliged to give one clear term's written notice of withdrawal, or pay a term's fees in lieu of this notice. This applies to pupils currently in S5 and below.

Please complete one form for each child you have at The Academy and return it to me by 31 January 2011.

Thank you for your assistance.

Yours sincerely,

Peter Brodie

Rector

PUPIL'S NAME: _____ CURRENT YEAR GROUP: _____

- I expect the above named pupil to return in August 2011.
 to leave in August 2011. **Note: a formal letter is required**
 possibly may leave in August 2011.

I understand I must give a term's written notice of the intention to withdraw my child from The Academy, or pay a term's fees in lieu of this notice. This applies to pupils currently in S5 and below.

Signed: Date:

Please return to The Rector by 31 January 2011.