

Essex County Council  
**Tanglewood Nursery School**  
Melbourne Avenue  
Chelmsford Essex CM1 2DX  
Headteacher: Miss Deborah Watson B.A. Hons (QTS)  
Telephone: 01245 352788  
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Tuesday 17<sup>th</sup> April 2018

Dear Parents and Carers

If your child is leaving us at the end of this term could you complete this form and return it to the office or classroom.

To enable us to allocate places for new children in the **Autumn term** we need to know as soon as possible. Please complete the form at the bottom of this letter and return it to the office by: **Monday 23rd April**.

Please complete the form even if you are uncertain which school your child will be attending, you can inform us of this at a later date.

**If you do not return the form by this date, we will assume that your child will be leaving Tanglewood and that you no longer require the place.**

Yours sincerely

Deborah Watson  
Headteacher

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Name of child:

Room colour:

My child will be leaving Tanglewood at the end of the Summer Term.

He/she will be starting at: (name of school).....  
in **September 2018**

My child will not be leaving Tanglewood at the end of the Summer Term

Signed:

Date:

Please print name