

Holiday Request Form

Setting:
(please circle)

Ellwood

Lydney

Mitcheldean

Childs First name:

Surname Initial:

First day of holiday (date)	Last day of holiday (date)	Total amount of days holiday used

I understand that only children who are on a 50 week contract benefit from a two week pro rata holiday entitlement.

Two weeks' notice is required to request a holiday period. Once processed this cannot be cancelled. If you do not have enough holiday entitlement remaining you will still be charged.

I agree with all the above terms and conditions.

Parent sign:

Date:

Office use only

Agree by:

Sign:

Date:

Parent informed via email (date and sig):