



REQUEST TO THE HEADOFFICE

for early leave¹ before the

Autumn holidays

Christmas holidays

Half-year holidays

Easter holidays

Whitsun holidays

Main holidays

Name of pupil:		
Class:	Date of leave:	Time:
Destination:		
Planned departure:	Date:	Time:
Flightnumber:		
Booked on:		
Reason for the request:		

Please forward the request in time (latest two weeks before departure) to the Class Head of your son / your daughter.

Cheaper travel costs cannot be accepted as a reason.

Date	Signature of parents

Date and signature of the Class Head:

Date and signature of the Head of Boarding:

Date and signature of the Headmaster:

¹ please tick.