



26th May 2021

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Dear Parent / Carer

School Leavers

We received communication yesterday from PKC regarding the process for pupils intending to leave school in S4-6. We have been informed that all school leavers must complete a leaver form online, if they do not do so they will continue to stay on the school roll which could result in parents continuing to receive Groupcall messages. Therefore, before you child can be marked as a leaver the following steps must be followed:

- Pupils must collect a form from the school office. This form is to be signed off by their teachers to confirm they have returned any borrowed materials e.g. books, equipment etc.
- The completed form must then be taken to the school office along with locker keys and bus passes
- Pupils must then complete a pupil leavers form on [Perth & Kinross Council \(pkc.gov.uk\)](http://Perth & Kinross Council (pkc.gov.uk)). Here they will be asked to input their destination after school e.g. college, university, full-time employment etc.

Once this has been submitted, the school will be notified. Guidance teacher will then sign off the leavers form and the school office will be able to remove them from the school roll. Please note that if your child is in receipt of EMA, they will not be marked as a leaver until 24th June to allow them to keep receiving payments.

If your child is not leaving school at the end of the current school year, you need not take any action.

Please contact the school office if you have any issues.

Yours faithfully

K.A. Gatehouse

Karen Gatehouse
DHT Staff and Pupil Support

