9.013 Change to Existing Entry on School Calendar

Staff Responsible: _____

Name of Event: _____

Previous Date: _____(dd/mm/yy)

New Date: _____(dd/mm/yy)

New Time Starting_____ New Time Finishing_____

Reason of change: _____

_____

_____

_____

Change Approved by Director/ Deputy Director-Learning: _____ Date_____

Recorded and scanned to responsible staff by Secretary to Director on _____
                                                                              (Date)