

30<sup>th</sup> September 2016

Dear Parent/Carer

**Re: Student Information (Year 11)**

It is very important that the student information we have is up to date and accurate. All the information we hold at present for your child, including medical and contact details, is printed on the enclosed data collection sheet.

We need to know if your child has any medical condition (including allergies) which may affect their school life, and we must have at least one and preferably two emergency contact telephone numbers, in case we need to contact you in an emergency.

We will continue to inform you by text message or telephone if your child is absent from school in the morning. In order to send text messages we will use the mobile daytime telephone number for the 1<sup>st</sup> contact person shown on the data sheet. We will also send a text message to this number with any useful information that occurs through the year; this would include if for any unforeseen circumstances the school is closed, e.g. bad weather.

If for any reason your child is going to be absent from school, please inform us by telephoning the school before 9.00 a.m. and you will not receive a text.

Please amend the data collection sheet where necessary, sign and return in the same envelope to student reception as soon as possible. I would be grateful if you would also sign and return the data sheet even if there are no amendments to be made, in this way we know that the information we have is current and not out of date.

Please do not hesitate to contact me if you have questions or queries about this matter.

Thank you for your continued co-operation and support.

Yours faithfully

*K Broadhead*

Karen Broadhead  
Office Manager

Enc. Data Collection Sheet