



26th October 2017

Data Capture Forms

Dear Parent/Carers,

To ensure that we have the correct contact information, we will be sending out a data capture form containing the current information we hold for your child.

Please check this form carefully and update any information that may have changed, including medical and dietary information. Please ensure that contact information is still in the required order.

The data capture form also contains the list of permissions you agreed to when your child first started school. Please take this opportunity to review these permissions for your child and update any changes you may wish to make. *If you have any queries regarding the permissions, please do not hesitate to contact the school office.*

It is vital that you sign and return this data capture form to the school office by **Friday 3rd November 2017**. If you wish to return this form to your child's class teacher at Parents Evening please feel free to do so.

If you have more than one child in the school, each child will receive a personal data capture form. Please ensure that you **sign** and return ALL sibling forms.

Regards
The School Office Team



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