



Friday 15<sup>th</sup> November

Dear Parent/Carers,

**Data Capture Forms**  
**2019**

To ensure that we have the correct contact information, prior to Christmas we will be sending out a data capture form containing the current information we hold for your child. Due to the number of children we have in school, we will be sending these out over a period; year groups will be contacted by text on the day that their forms are sent home. If you have more than one child in the school, each child will receive a personal data capture form, please do not be concerned if one of your children receives their form before another.

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.

It is vital that you **sign and return the back of the data capture form** for each child who attends Redlands and return to the school office so that any changes can be updated on the system. Please note that any forms returned unsigned cannot be updated and will be returned to you.

Regards

The School Office Team