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*Be strong and  
courageous.....for  
the Lord your God is  
with you*

24<sup>th</sup> October 2025

Dear Parent/Carer

### **Data Collection Forms**

Your child will come home today with a Data Collection Form. This is the information which is held for your child, including current address, contact names and numbers for us to use in an emergency. There is also a 'collection list' of people who are authorised to collect your child at any time. Please ensure this is still valid. It is vital that this information is up to date so that you can be contacted, if, for example, your child becomes unwell.

Please be aware that if information is not shown on this form, we do not have it on our database. Please add or amend details which will allow us to make contact with you at all times and update any medical or other details which may have changed. Please would you kindly ensure these changes are clear and visible so that we can enter them correctly.

Please sign and return all forms to your child's teacher as soon as possible, but by **Monday 10<sup>th</sup> November** at the latest, regardless of whether changes are necessary as this will ensure that we have the most up to date information for all families.

Yours sincerely

Mrs C Hawkins  
Headteacher

