

6<sup>th</sup> July 2016

Dear Parent/Carer

Please find attached an information form requiring contact details, medical details etc. We will be sending these home once or twice a year in order that we can verify we have the most up to date information regarding your child should we need to contact you. It has also come to light that we should have a copy of your child's birth certificate on their file and this has unfortunately slipped through the net previously. Please attach a copy of your child's birth certificate with the attached form. If you could send these back to school before we break up that would be great.

Thank you for your assistance with this.

Yours sincerely

Mrs Sandra Slade  
School Business Manager