

11 September 2023

Dear parents/carers,

As you will appreciate it is vitally important to be able to contact parents/ carers in the event of an emergency in school or if your child is ill. Therefore in order to ensure that our records are up to date could you please complete and return the form below for each child in the family, also stating if your child has any dietary issues, allergies or medical conditions. **If your child suffers from asthma please ensure that they always have an up to date inhaler in school and a spare in the school office for emergency use.**

**** PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD ****

Child's Name..... Class.....

Parent/Carer Information

Please list all people with Parental Responsibility for the child.

	PARENT/CARER 1	PARENT/CARER 2
Relationship to Child		
Surname		
First Name		
Address		
Home Telephone		
Mobile Telephone		
Work Telephone		
E-mail		
In an emergency please state who should be our first contact:		

Other Contacts

	Contact 1	Contact 2
Relationship to child		
Name:		
Address:		
Home Tel:		
Mobile:		
Work Tel:		

Medical Condition(s)

Does your child suffer from a medical condition? If yes please add details below.

YES

NO

If **YES**, please contact the school office to complete a Medical Information form.

Dietary Requirements

Does your child have any specific dietary requirements including food allergies?

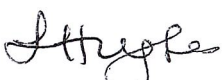
YES

NO

If **YES**, please detail below:

Thanking you in anticipation.

Yours sincerely,



Lynn Hughes
Office Co-ordinator