Wednesday 20th September 2017

**Data Collection Sheet**

Dear Parents,

Each year we ask for you to look carefully at what information we have on file for your child. **It is very important that any medical conditions and emergency contact numbers are accurate.**

If you child has a medical condition that we are not already aware of, please add it to the form and contact the school office so that we can then give you a healthcare plan form for you to complete for your child.

Please complete Country of Birth and Nationality fields if not already filled in.

Please write in any corrections and then **sign and return the form** to the School Office as soon as possible. If all the information is correct, please write ‘**All OK’, and return it**, so that we know all your details are up to date.

Thank you for your help and co-operation,

Yours sincerely,

Mrs Groom

Headteacher