



25th November 2020

Dear Parents and Carers

During the Autumn Term we always update the data we hold for each child and their family. It is really important that this is reviewed once a year to ensure that it is up to date, just in case we need to contact you, especially in an emergency.

Usually we ask you to complete this paperwork at a Parents' meeting in the Autumn term but we are unable to do this at the moment, given the COVID restrictions.

We have therefore made the decision to send the data pack home with your child this coming Friday in their book bag. It will be in an envelope, labelled with your child's name. We ask that you check and complete it this weekend, returning it via your child, to their class teacher this coming Monday. It is really important that we have a quick turn around please, so that we can update the information and so that packs are not left lying around and then get forgotten.

- Please update the information on the front page – ensuring that mobile phone numbers are correct and that numbers of other contacts are up to date.
- Please ensure that there are at least 3 contacts on the form

Please also complete

- the medical form – OA4
- the photo permission form
- the Home School Agreement

and consider whether you are eligible for Pupil Premium (this provides Supermarket Vouchers during lockdown, isolation and over the Christmas Period as well as additional tuition for your child).

Please note that if you do not wish your data pack to come home to you via your child you will need to arrange to come and complete it in school at a time that we can ensure we can socially distance with you. Please let us know by email and we will do our best to make an arrangement with you.

Thank you for your support with this.

Yours sincerely

Mrs A Fox

Headteacher

