

20 November 2009

Dear Parents/Carers

DATA COLLECTION SHEETS

It is extremely important that we have the correct emergency contact information for your son. For this reason could you please check all the information provided in the attached Data Collection Sheet and amend or add any information that is incorrect or missing. Please provide more than one emergency contact telephone number where possible. This will allow the school to contact you as quickly as possible in the event of an emergency.

Would you please pay particular attention to final box on Ethnicity. It is a DCSF requirement that we provide information on the ethnic background of our pupils. Although we have to request the information from you, it must be supplied voluntarily. As with all information, details are kept in the strictest confidence.

Please make sure all the boxes are completed. Please sign and date the sheet and return to the School Office as soon as possible and no later than **Friday, 11 December 2009**.

Yours sincerely

Mrs L Bird

Operations Manager