

# DataBase Updates

The School Office needs to ensure that all details held on the database are up-to-date and comprehensive. The information is held confidentially within school so that we can contact you quickly if there is ever an emergency, have all the necessary information for sending out end of term envelopes and reports, and to comply with our legal obligations.

Please advise of any amendments or additions using the form below, including any other information you feel it is important to share with the School's staff (e.g., serious allergies, etc.). **Please check mobile telephone numbers and email addresses as these can change more frequently than other contact numbers.** If you live overseas, we also need the details of your child's UK guardian. Please hand in this sheet to the School Office as soon as possible.

<b>Pupil</b>	<b>Name</b>	
<b>Date of Birth</b>		
<b>Parent(s)</b>	<b>Name(s)</b>	
<b>Address</b>		
<b>Postcode</b>		
<b>Home Phone</b>		
<b>Dad's Work</b>		
<b>Mum's Work</b>		
<b>Dad's Mobile</b>		
<b>Mum's Mobile</b>		
<b>Email</b>		
<b>Guardian / Other Parent</b>	<b>Name(s)</b>	
<b>Relationship to Child:</b>		
<b>Address &amp; Postcode:</b>		
<b>Contact Number:</b>		
<input style="width: 50px; height: 50px; border: 1px solid black;" type="checkbox"/>	Please tick the box if you prefer NOT to receive information via email in the future. If you prefer to opt out of this system then hard copies of information will be sent to you via your child's house.	