

DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB

Telephone 01952 386870



Head Teacher: Mrs J Thomas

Date.....

Dear Parent/Carer of..... Class.....

Some of the contact information we have on file for your child may be out of date since you completed and returned the Personal Information Record when your child started. Could you please list below ALL the names, addresses, and contact phone numbers for those adults (18+) who are authorised to collect your child. Please note we need this information writing with a signature as below/overleaf.

Many thanks.

Admin team

Details of parents/carers/alternative contacts in case of emergency (must be an adult 18+):

Title/Status	Mr / Mrs / Miss / Ms – please circle or add other title:									
Full Name										
Relationship to child										
Address										
Postcode										
Home Phone Number										
Mobile Phone Number										
Email address										
Place of work										
Work phone number										
Does this person have parental responsibility				Does the child normally live with this person						
Contact priority e.g first/second etc				Can this person be used as an emergency contact and can collect the child from school						

Title/Status	Mr / Mrs / Miss / Ms – please circle or add other title:									
Full Name										
Relationship to child										
Address										
Postcode										
Home Phone Number										
Mobile Phone Number										



Email: dothill@taw.org.uk

Website: www.dothillprimaryschool.co.uk

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If you need to add further contacts, please attach a separate sheet.

Any other information you need to add/change about your child:

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Signed by primary parent/carer:.....

Name..... Date.....

Date received by admin..... Recorded on MIS/DCS by..... Date.....



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