



Friesland School

November 2016

To: All Parent(s)/Carer(s)

RE: UP-TO-DATE CONTACT DETAILS FOR YOUR CHILD(REN)

In accordance with Health and Safety it is vitally important that your contact details are correct and up-to-date on our SIMS computer system for your child(ren). There are cases when students may be ill or have an accident either in school or on a trip and we need to contact you regarding this. At the start of year 7 the contact form is given to all new in-take. However, as students' progress into years 8, 9, 10, 11 onwards your details may change and it is your responsibility to ensure that you make the school aware if you have changed address, telephone numbers or the names of the people on the contact list who the school should contact in preference order 1, 2 or 3.

Attached is the new contact form which we would be grateful if you could complete and return should you know your details may be incorrect and need to be updated. Please return this completed form to Main Reception who will then update the details on SIMS.

Should you have any queries please do not hesitate to contact the school office.

Yours faithfully

Mr P Monk

Headteacher

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