

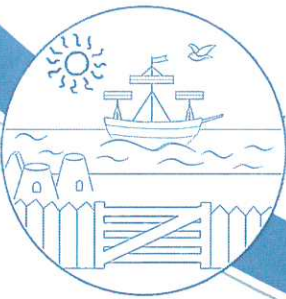
# Sandgate Primary School

Coolinge Lane, Folkestone, Kent, CT20 3QU

enquiries@sandgate.kent.sch.uk

Tel: 01303 257280

Headteacher: **Mr M Green**



20<sup>th</sup> September 2017

Dear Parents/Carers

Your child will have bought home their Data Collection Sheet today with details that you have provided in the past. To ensure that all information relating to your child is correct, could you please check this form, making any alterations where necessary and sign in the space provided. We have a legal duty to collate this data and to update it annually.

It is very important that all the details on the form are absolutely correct, particularly the following points:

- ❖ **telephone numbers for all contacts that we may need in an emergency or if your child is unwell. Please ensure that all mobile numbers are correct.**
- ❖ **Email addresses to be used for 'School Money' online payments, Parent Consultation bookings, and to receive class letters.**
- ❖ **Any medical conditions**

If you do not need to make any amendments, please still sign and return the form so that we can be sure you have had the opportunity to check the information.

If at any time during the school year your contact details change, please complete a Change of Details form (available from the reception area) or write to us.

Your co-operation in this matter is greatly appreciated and we would be grateful if the forms could be returned to the School Office as soon as possible and by the latest **Friday 29<sup>th</sup> September.**

Yours sincerely

A handwritten signature in black ink that reads "R Fuggle".

**Miss R Fuggle**  
**P A to Headteacher**