



13<sup>th</sup> March 2020

Dear Parent/Carer

It is important that we hold your up to date contact information on the school systems. Please find attached a copy of the personal contact data held in school. Could you please check the information on the data sheet and update any sections as required.

Could I ask that you return the data sheet to school by Wednesday 18<sup>th</sup> March at the latest to enable the school information systems to be updated.

Please return the data checking sheet marked as 'no changes required' if no alterations are needed. Data sheets must be returned for all students in school.

Thank you for your assistance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R White', is placed above the name Robert White.

Robert White

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