



Busbridge CE (Aided) Junior School
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Headteacher
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28th September 2016

Dear Parents and Carers,

Data Collection Sheets

Please find enclosed a Data Collection Sheet which shows the contact information and other details that we currently hold in relation to your child. In the case of any new children this will be information supplied by your child's previous school and may require updating.

Please check the sheet very carefully and make any necessary alterations or add any missing information, particularly phone numbers and e-mail addresses as these are the means we have of contacting you. We would be grateful if any changes you make are legible so please write on the reverse of the sheet if you require more space. **There are also some new categories within the form that will require filling in – please ensure you complete the form with all the information as requested.**

Please sign and return the Data Collection Sheet to school by Wednesday 5th October, even if there are no changes to be made.

Additional Contacts

Please would you add the name and contact numbers of **at least one other person**, either a relation or a close friend or neighbour, as it is very important that we are able to contact someone in an emergency if we are unable to contact the parent at the time.

Medical Questionnaire and Medicines

Please advise us if there have been any changes in your child's health or medical details which should be updated on the Medical Questionnaire we are already holding.

If it is necessary for us to keep any medicine in school for your child please ensure the medicine is clearly named with the dosage instructions. If you have not already filled in a "Pupil Medication Request" form these are available from the school office. It would be helpful for us to have a small photograph of any child for whom we are keeping medicines.

Please also remember to supply a named box of plasters if your child is allergic to ordinary plasters.

Additional School Funding – Pupil Premium

The school receives additional funding, known as pupil Premium, for children who are eligible for Free School Meals. Even if your child does not wish to have school dinners the school can claim this additional funding for any child who is eligible. If you think your child qualifies for Free School Meals please contact the school office as soon as possible for the form which needs to be completed. Please do not hesitate to come and speak to us in confidence should you have any queries regarding this.

Please remember to notify us in the future if any of your details change. Thank you for your co-operation in dealing with this promptly.

Yours sincerely

Mrs Rachel Barker
Deputy Headteacher

