

# Oakbank School



17<sup>th</sup> September 2020

Dear Parents/Carers

Tomorrow your child will bring home a Data Collection Sheet for you to review. This sheet shows the details we hold on our system for them.

It is very important we have the correct details recorded (especially telephone numbers & email addresses) as it may cause a delay in contacting you in the case of an emergency.

If your details are correct:

- Sign and date the data sheet.
- Send back into school for your child to give to a teacher.

If details are not correct:

- Make any necessary changes in pen.
- Sign and date.
- Send back in with your child to give to a teacher.

We require a signed form for every student even if there are no changes to be made.

The deadline for return of these forms is next Friday (25<sup>th</sup> September)

Thank you