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16th September 2020

Dear Parents / Carers,

Academy Contact Forms

We are in the process of reviewing contact details, emergency contact details and medical information that we hold about children in our Academy to ensure that it is correct and up-to-date. Therefore, we would be grateful if you could fill in the forms attached. We have also attached a 'Multimedia Consent Form' – using images and videos for Academy purposes (in line with GDPR requirements) which you will also need to complete.

Please ensure you complete all the forms with an up-to-date telephone and mobile number, as well as an up-to-date email address. In the event of bubbles having to be isolated and key messages needing to be communicated with parents, it is very important that we have correct/usable email/mobile numbers.

Also, please let us know about any medical conditions that are relevant for your child on the 'Medical Conditions' section of the form.

We appreciate your time in filling out these forms, please send them back with your child by Friday 25th September 2020.

Kind Regards,

Mr M Khan