

19th May 2023

Dear Parent/Carer,

Data Collection Sheet

Attached is something called a 'Data Collection Sheet.'

Could you please take some time to complete the information on it and send it back to school as soon as possible.

As the information on the sheet is used for emergency contacts it is very important that it is correct and up to date.

The school needs a minimum of:

- 3 different contact numbers with the relationship to your child
- The full name and address of each contact, including postcode
- Mobile, home and work numbers

Please ***write clearly in capital letters*** using the back of the sheet if required.

Remember: - contacts need to be in the local area. A contact who is quite a distance away would be no use in an emergency.

During the year if any of the information on you or your child changes, could you please inform a member of the office staff so that we can amend our records.

Yours sincerely,

Mrs J Ewing
Business Manager



Norris Bank Primary School

DATA COLLECTION SHEET NORRIS BANK PRIMARY SCHOOL

Surname:

Legal Surname:

Forename:

Middle name:

Chosen name:

Gender:

Date of Birth:

Address:

Post Code:

Telephone:

Email:

Dietary Needs

Dietary Preferences

Meal Arrangement School Meal Paid / Free School Meal / Packed Lunch (circle as appropriate)

Medical Practice:

Address:

Telephone Number:

Medical Condition(s)

This may be shared with the school nurse.

Medical Note(s)

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted.

Priority	Name/Relationship	Home Address/Phone/Mobile Tel: Email:	Work Address Phone/Email Tel: Email:
		Tel: Email:	Tel: Email:
		Tel: Email:	Tel: Email:
		Tel: Email:	Tel: Email:

Ethnicity:	Country of Birth:
Home Language:	Religion:
First Language:	
<p>Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.</p>	
Signature:	Date: