

Pupil Medical & Emergency Contact Information



Emergency contact details and medical information relating to your child is of vital importance in order for us to keep your child safe and well and so that we can alert you of any issues that occur during school hours.

The information required is set out on the attached (yellow) form.

As you know, there will be times when we need to contact you (eg if your child is feeling unwell or has had a headbump) and we will always try to do this via a phonecall or text.

This information is also used to ensure that your child is safe off-site and that you can be contacted in case of emergency.

Throughout the year your child will be given the opportunity to participate in a range of school trips which may take place during or outside of the school day. To enable your child to participate, the Group Leader of the trip is required to hold certain information in relation to your child.

A copy of this form will be kept on record and, for any school trip in which your child participates during this academic year, will be taken by the Group Leader. Should there be any changes to your child's medical circumstances, emergency contact details or other information contained on the form, please inform us immediately.

We understand that your circumstances / information can change and so we rely on you to keep us updated with these details.

I would be grateful if you would please complete and return the form to your child's teacher or the school office by **FRIDAY 9th September 2016**.

Thank you for your support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mrs R Tyler'.

Mrs R Tyler
(Headteacher)