

DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB
Telephone 01952 386870



Head Teacher: Becca Butler

Date.....

Dear Parent/Carer of..... Class.....

Some of the contact information we have on file for your child may be out of date since you completed and returned the Personal Information Record when your child started. Could you please list below ALL the names, addresses, and contact phone numbers for those adults (18+) who are authorised to collect your child. Please note we need this information written with a signature as below/overleaf.

Many thanks.
Admin team

Primary parent/carer - contact 1:

Title/Status	Mr / Mrs / Miss / Ms – please circle									
Full name										
Address										
Postcode										
Home number										
Mobile number										
Work number										
Relationship to child										
Family email address for school letters										

Contact 2:

Title/Status	Mr / Mrs / Miss / Ms – please circle									
Full name										
Address										
Postcode										
Home number										
Mobile number										
Work number										
Relationship to child										



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Contact 3:

Title/Status	Mr / Mrs / Miss / Ms – please circle										
Full name											
Address											
Postcode											
Home number											
Mobile number											
Work number											
Relationship to child											

Contact 4:

Title/Status	Mr / Mrs / Miss / Ms – please circle										
Full name											
Address											
Postcode											
Home number											
Mobile number											
Work number											
Relationship to child											

If you need to add further contacts, please attach a separate sheet.

Any other information you need to add/change about your child:

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Signed by primary parent/carer:.....

Name..... Date.....

Date received by admin..... Recorded on MIS/DCS printed by..... Date.....

