“Part of the Midsomer Norton Schools’ Partnership"

Silver Street

## Midsomer Norton

## Radstock

## BA3

### Telephone: 01761 205674

**Website: www.nortonhillprimary.com**

**Email: office@nortonhillprimary.com**

**Executive Headteacher: Kerrie Courtier**

Friday 4th September

Dear Parents/Carers

***Data Collection***

Please find attached a ‘Data Collection Sheet’ for your child, which reflects the information that we hold for each child on our computerised record system. The contact details in particular are very important as these are used when we need to contact you, for example if your child is ill during the day or in an emergency.

**Please would you check ALL the information on the sheet and clearly mark any changes or amendments and sign and return the sheet to school. Please use another sheet of paper and attach it to the data collection sheet if you need to. Even if there are no amendments please sign and return the sheets to school so that we know our records are correct.**

**Please ensure ALL forms are returned to school by no later than Friday 25th September.**

You may reuse the envelope to return the forms if you wish.

Kind regards

Lucy Champion