

## CONTACT INFORMATION

CHILD'S NAME ..... DOB .....

Child's Address:.....

.....Postcode.....

Primary Contact:..... Mother/Father/Other:.....

Mobile Number:..... Work Number:.....

Home Number:..... Email address:.....

Secondary Contact:.....Mother/Father/Other:.....

Mobile Number:.....Work Number:.....

Home Number:.....Email address:.....

Please provide emergency contact details (not parents/carers) in the event that parents/carers are unreachable, where consent has been given for them to be contacted:

Emergency Contact .....Relationship to Child .....Tel No.....

Emergency Contact .....Relationship to Child .....Tel No.....

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### PLEASE DETACH AND RETAIN THE FOLLOWING INFORMATION:

Please note that if you receive a call from the office to collect your child they need to be picked up as soon as possible (this is especially important if a child has been vomiting). We have to try to prevent infections and viruses from spreading further. Ideally a collection time of no longer than 15 minutes would be helpful. If you work a distance away, please ensure you have a contingency in place for a speedy collection if we call.

**The wellbeing and happiness of every child is of the utmost importance to us at St Lawrence, so we do appreciate your co-operation in this matter.**

**Please make sure you give us an emergency contact number.**

**Your child may become distressed if we cannot reach someone quickly.**

Each academic year we issue a Data Collection Form for every pupil. This is to check that the information we have on file regarding medical information and contact numbers is up to date. You will receive a Data Collection form in the autumn term to confirm the details we have are correct.

**Please complete and return the form above and ensure that should any of the information change for any reason, you contact the school office to obtain a new Contact Form to complete. This form is also available on the school website**

**[www.stlawrence-junior.surrey.sch.uk](http://www.stlawrence-junior.surrey.sch.uk) under**

**“Parents – Useful Forms – Contact Information Forms”**