



FAIRLANDS PRIMARY SCHOOL & NURSERY

**Pound Avenue
Stevenage
Hertfordshire
SG1 3JA**

October 2008

Dear Parents / Carers

It is the time of year again when we need to check that the information we have on file for your child/children is correct. Data Collection Sheets will be sent home via the eldest child in each family over the next week.

Please take some time to read through the sheet(s), checking ALL contact telephone numbers and addresses, dietary needs and medical details are correct and letting us know any changes necessary by clearly marking them on the sheet (there is no need to fill in travel arrangements, meal arrangements or doctors' surgery address).

Please note that these Data Collection Sheets were printed on Monday, 6th October, therefore, if you have informed us of any changes between then and receiving this letter, it may not be shown on the sheet.

Once you are happy with the details show, please return the forms to the school office as soon as possible so that our computer system can be updated.

Yours sincerely

Robert Staples
HEADTEACHER