



## FAIRLANDS PRIMARY SCHOOL & NURSERY

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Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA

Autumn Term 2016

Dear Parents / Carers

Enclosed in this envelope, which has been sent home via the eldest child, you will find a \*Data Collection Sheet for each child in your family attending Fairlands Primary School (not nursery or new to reception). The sheets were printed before the start of term, therefore, if you have since informed us of any changes they may not be shown.

Please take some time to read through the enclosed data sheet(s), **checking ALL contact telephone numbers, email and home addresses are correct** and letting us know any changes necessary by **printing them clearly** on the sheet – using the back of the sheet if necessary. **There is no need to fill in meal arrangements or doctors' surgery address**, but **PLEASE ENSURE YOU NOTIFY US OF ANY NEW MEDICAL CONDITIONS**.

**PLEASE ENSURE YOU ALSO COMPLETE THE FOLLOWING TWO NEW DATA ITEMS**, which are required for the Autumn School Census: **Country of Birth** and **Nationality**. Thank you.

Please also complete one **Annual Parental Consent Form** *per child*, giving permission for your child to take part in local visits, to be transported to and from local events and receive medical treatment as necessary. **Your child will be unable to take part in any school trips until we receive these forms back.**

For Reception to Year 4, the **yellow 'Permission to Collect' form** which you completed during the year will be passed onto your child's new teacher. If you think you need to make any changes to the list of people who are likely to be collecting your child from school, please inform their teacher immediately.

Don't forget to sign up for our **new school communication/payments system – School Gateway**. Download the free app to our smartphone or visit [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'new user'.

Once you are happy with the details shown, please return the forms to the school office **by Friday 16th September** so that our database can be updated.

Yours sincerely

Robert Staples  
HEADTEACHER

**\*Privacy Notice:** This is available to view on the school website under Letters & Dates