



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

Autumn Term 2011

Dear Parents / Carers

Once again, we need to check that the information we have on file for your child/children is correct. Enclosed in this envelope, which will have 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).

Please take some time to read through the sheet(s), **checking ALL contact telephone numbers and addresses are correct** and letting us know any changes necessary by marking them clearly on the sheet (**there is no need to fill in meal arrangements or doctors' surgery address**). **Medical details** should be updated on the **Medical Information Form** which is enclosed separately.

The Data Collection Sheets were printed on 2nd September, therefore, if you have informed us of any changes between then and receiving this letter, it may not be shown on the sheet.

Please also complete one **Annual Parent 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.***

Once you are happy with the details shown, please return the forms to the school office **by Friday, 9th September** so that our database can be updated.

Yours sincerely

Robert Staples
HEADTEACHER