



## FAIRLANDS PRIMARY SCHOOL & NURSERY

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Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA

Autumn Term 2009

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, unless they were new to Nursery in September.

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 marking them clearly on the sheet (**there is no need to fill in meal arrangements or doctors' surgery address**).

Please note that these Data Collection Sheets were printed on 30<sup>th</sup> 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, receive medical treatment as necessary and be included in any photographs taken at school events/local visits.

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

Yours sincerely

Robert Staples  
HEADTEACHER