

# Emergency contact for parents / carers



As has previously been the case, if the school needs to contact an individual parent/carer urgently then this would be via a phone call to the telephone numbers held on our system. ***It is therefore important that you keep us up to date with any changes to contact details.*** Messages may be via Parent Hub. Parents who have not registered an up to date mobile number with us will not receive an emergency text that is for a group of/all parents. We ask that parents keep the school informed of any change to address's or contact phone numbers and also provide school with an 2<sup>nd</sup> emergency contact number in the eventuality of school not being able to contact the first preferred emergency contact. If you need to notify us of your email address/mobile number or any changes to those that we may already have for you please complete the slip below and return it the main school office.

Thank you for your continued cooperation

**Mrs Wheatley**  
Headteacher

## Form to update contact details below

### To the school office

Contact details update		
Child's name		
Child's Class		
Parent's name:		
Parent's email address:		
Parent's mobile number:		
Parent's home number:		
Address Change		
Other Changes (please detail)		
Signed (Parent)		Date
Signed (School Office)		Date Received
For Office Use Only	RMI Date Input	Initialled
Notes		