



"An Outstanding School" Ofsted 2010 & 2007



NEW /ADDITIONAL OR DELETED CONTACT FORM

Parents/Carers are requested to complete the relevant sections of this form on admission of their child/children into school.

This information is essential because it ensures that we are aware of any changes to the people authorised to collect your child/children.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITAL LETTERS

Child's full name (or the names of all children at Mersey Vale if this change also relates to siblings)	
Class	
CHANGES TO EMERGENCY / ILLNESS CONTACTS	
Please give names, addresses and telephone numbers of people to be added or deleted to our school records. These are the people that will be contacted in case of any emergency or if your child becomes ill while in school and to whom your child will be released from school (unless we have an agreement for them to walk home alone after school (Y4-6 only). Please note that we can only remove a parent from the contact details with supporting evidence – usually in the form of a court order.	

NAME OF CONTACT SURNAME AND FORENAME	
Is this a new contact or a deletion of an existing contact? Please circle one option	NEW / DELETION
Relationship to child e.g. Mother, Father, Grandmother, Neighbour, Childminder.	
Address (If different from the child's home address)	
Contact telephone number(s)	Home: _____ Work: _____ Mobile: _____

OTHER INFORMATION
Please use this section to inform us of any other relevant information that you wish staff to be aware of in relation to your child.

Signature of parent/carer:

Date: / /

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