

**NEW PARENTS TEXT /EMAIL DETAILS**

Dear Parent/Career

Throughout the time that your child is with us we will aim to keep you informed using email, text message and telephone, providing you with newsletters, reminders, updates and other useful information. Please be assured that if we ever need to contact you urgently we will call you.

For this reason please provide us with the following information:-

Contact	Name	Relation to child	Telephone number	Email address
1				

Contact	Name	Relation to child	Telephone number	Email address
2				

Contact	Name	Relation to child	Telephone number	Email address
3				

Child's name: ..... Class: .....

If throughout the time that your child is with us you change any of the above information, please inform the school office by phone, letter or email [office@loose-primary.kent.sch.uk](mailto:office@loose-primary.kent.sch.uk)

Signed.....Date.....

Yours sincerely  
The School Office