

Leverton Church of England Academy

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Emergency Contact Update

23rd January 2019

Dear Parents/Carers

With the ever changing world of mobile phones we ask parents to ensure that we have the most up to date contact details and emergency numbers in case your child is taken ill or involved in an accident. Data collection forms will be coming home once a year which **must** be returned to school even if your details haven't changed. Every child must have **two emergency contact numbers** on their personal record, please ensure you provide us with at least two contacts. All sections of the form should be completed and returned to school by **Monday 28th January**.

As a school we will be sending letters home via email where possible to reduce our carbon footprint, please provide an email address for letters to be sent to, if you still require a paper copy please see the school office. A copy of all the letters sent home from now on can be found on the school website www.levertonacademy.co.uk

If you have any questions, please do not hesitate to contact us.

Yours Sincerely

Mrs Sirrell
Office Manager



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