# COPTHORNE
## PREPARATORY SCHOOL

October 2018

Dear Parent/Guardian

**Re: Data Collection Sheet**

We are in the process of checking and updating our records to ensure that all data held by the school is current. Please can you therefore complete the enclosed form and return it to the school office as soon as possible. Updated regulations state that all schools should have two emergency contacts for all pupils. Please can you ensure that you have given us these details so that we comply with current regulations.

This is a very valuable exercise and will enable us to ensure that we have the most up to date information on record. Thank you for your support.

Yours sincerely,

C Jones

Headmaster

**Headmaster - Chris Jones B.Ed (Hons)**
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