**Change of contact details notification form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Contact – Priority 1**  **Parent / Guardian**  This person is the ***primary contact*** for the school and ***must be a person with parental responsibility*** for the child.  The information you provide will be used by the school when sharing important correspondence, progress updates and newsletters. | | **Secondary Contact – Priority 2**  **Parent / Guardian**  This person is a ***secondary contact*** for the school and should have ***secondary parental responsibility*** for your child.  This person will be contacted should Priority 1 contact be unavailable. | |
| **Title** |  | **Title** |  |
| **Forename** |  | **Forename** |  |
| **Surname** |  | **Surname** |  |
| **Relationship to child** |  | **Relationship to child** |  |
| **Home address** |  | **Home address** |  |
| **Home telephone no.** |  | **Home telephone no.** |  |
| **Mobile telephone no.** |  | **Mobile telephone no.** |  |
| **Work telephone no.** |  | **Work telephone no.** |  |
| **Email address** |  | **Email address** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Contact – Priority 3**  This is a person the school could contact in the case of an emergency, if Priority 1 or Priority 2 contacts cannot be reached.  This may be a close family member, step parent or grandparent. | | **Additional Contact – Priority 4**  This is a person the school could contact in the case of an emergency, if Priority 1, Priority 2 or Priority 3 contacts cannot be reached.  This may be a close family member, step parent or grandparent. | |
| **Title** |  | **Title** |  |
| **Forename** |  | **Forename** |  |
| **Surname** |  | **Surname** |  |
| **Relationship to child** |  | **Relationship to child** |  |
| **Home address** |  | **Home address** |  |
| **Home telephone no.** |  | **Home telephone no.** |  |
| **Mobile telephone no.** |  | **Mobile telephone no.** |  |
| **Work telephone no.** |  | **Work telephone no.** |  |
| **Email address** |  | **Email address** |  |