



# GODMANCHESTER COMMUNITY PRIMARY SCHOOL

Park Lane  
Godmanchester  
Cambs  
PE29 2AG

Head Teacher: Philip Ellington

Phone/Fax: 01480 375115

Dear Parent/Guardian

## **IMPORTANT – CONTACT DETAILS UPDATE**

There are times when it is necessary to contact a parent or guardian of a pupil. We are noticing that on a number of occasions we do not have the necessary information on file to achieve this. It is essential that we are able to contact you,

We are therefore asking all parents/guardians to provide us with up to date information. Please fill in the form below and return to school.

Please complete a separate form for each child.

Thank you for your co-operation in this matter.

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Pupils Name ..... Class .....

Parents/Guardians Names .....

Address .....

.....Post Code .....

Home telephone number .....

Email address .....

Contact 1 Name .....

Work Number .....Mobile Number.....

Contact 2 Name .....

Work Number ..... Mobile Number .....

Contact 3 Name .....

Telephone Numbers .....

Contact 4 Name .....

Telephone Numbers .....