



May 2022

## Information for school records

Dear Parents/Carers,

As I am sure you are aware it is crucial that we have accurate personal data records for all of our students both for ease of administration and for students' own safety. We would be grateful if you could complete the enclosed 'Information for school records' form and return it in one of the following ways:

1. Please email the completed form to [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk)
2. Post your form to Julie Hardy, Information for school, King Charles I School, Hillgrove House, Comberton Road, DY10 1XA

Please return by Friday 27<sup>th</sup> May 2022. **Please be aware that it is a legal requirement for us to hold at least two contacts for each student, with correct contact numbers.** You may have read in the national news that there have been serious incidents, where parents/carers have not been contactable and therefore it is essential that we are updated with any changes to contact names, numbers or addresses.

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

Yours sincerely,

James Wilkinson  
Assistant headteacher (head of Borrington Site)