



Change of details/ emergency contacts

Office use only	
New address	
New phone number	
New email	
New emergency contact	

Pupil Details																								
Full Name															Class									
Address																								
														Postcode										
Parent/carers with Parental Responsibility																								
1st Parent/ Carer Full Name											2nd Parent/ Carer Full Name													
Relationship to Pupil											Relationship to Pupil													
Home Tel											Home Tel													
Mobile											Mobile													
Work Tel											Work Tel													
Email											Email													
Address											Address													
Postcode										Postcode														
Emergency Contacts:																								
<i>I give consent for my child to be collected by the following person(s) in the event of an emergency/illness if I/we cannot be contacted.</i>																								
1st Contact Full Name											2nd Contact Full Name													
Relationship to Pupil											Relationship to Pupil													
Home Tel											Home Tel													
Mobile											Mobile													
Work Tel											Work Tel													
Email											Email													
Address											Address													
Postcode										Postcode														

Additional contacts and signature overleaf

Emergency Contacts:

I give consent for my child to be collected by the following person(s) in the event of an emergency/illness if I/we cannot be contacted.

3rd Contact		4th Contact	
Full Name		Full Name	
Relationship to Pupil		Relationship to Pupil	
Home Tel		Home Tel	
Mobile		Mobile	
Work Tel		Work Tel	
Email		Email	
Address		Address	
Postcode		Postcode	

Signature: Print Name:

Date:

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OLD PARK PRIMARY SCHOOL Change Of Details / Emergency Contacts

Old Park Primary School is a data controller and as such we hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected, and we will abide by the 8 rules of Data Protection, and the 6 principles of the General Data Protection Regulations (May 2018)

We will not share information about pupils with a third party without your consent unless the law allows us to do so. We are, however, required by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

You have a right under the Data Protection Act (and under GDPR from 25 May 2018) to ask to see information that we hold on you/your child. Individuals who wish to receive a copy of this information should submit a request in writing to the Headteacher (in line with our Data Protection Policy – please see school website or request a copy at the office)

The information given on this form will be used throughout your child's time at Old Park Primary School. Please advise the school office, in writing, of any changes.

