



**Executive Headteacher: Mrs L. Gould**  
**Head of School: Mr R. Leigh**

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17<sup>th</sup> September 2018

Dear Parents/Carers,

**Re: Home Link Form**  
**Data Collection Form**  
**Local Visits in West Sussex Form**  
**Pupil Health Information Form**  
**Photo Consent Form**

Welcome back to a new term. As teachers have moved to new classes and new colleagues have joined we need to update contact details. Please find attached the above five forms.

It is very important that we have up-to-date contact information for every child so please complete the Home Link Form and make any amendments to the Data Collection Form. Please sign to confirm any changes. Even if there are no amendments to the Data Collection Form, please mark 'no changes' and then sign and return this to your child's Class Teacher.

Also attached is a Local Visits Form, Pupil Health Information Form and Photo Consent Form. Please see below an explanation of each form.

#### **Local Visits**

This form is used to gain parental consent for pupils to go on local visits within West Sussex (e.g. to the beach, local libraries and churches etc). You will be informed in advance when children are going on local visits, however, the Local Visits Form is used as a global consent form that covers all local visits. Any visits out of West Sussex will have a separate consent form sent to you.

#### **Medical form**

Please see separate letter attached regarding medications and allergies.

#### **Photo Consent form**

This form is used to gain parental consent for photographs/images/videos of your child to be used by the school, Local Authority and press.

Please can all these forms be completed and returned to your child's Class Teacher  
**by Monday 24<sup>th</sup> September 2018.**

If you have any queries please do not hesitate to contact the School Office in the first instance.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'R. Leigh'.

Mr R. Leigh  
Head of School