



Monday 19<sup>th</sup> February 2024

## Pupil Information Check

Dear Parent/Carer

At school we are checking that all the information we hold is up to date. Please find attached to this letter a Data Collection Sheet.

Please would you check all the information on this sheet and make any changes or removals that are needed and return to school?

If all the information on the sheet is correct then please tick the appropriate response on the slip below and return everything to the school.

Yours sincerely

C Wilde  
School Business Manager

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## Pupil Information Check (Return to School Office)

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

|   |                          |
|---|--------------------------|
| I confirm that all the information on the Data Collection Sheet is correct. | <input type="checkbox"/> |
| I have made any changes to the Data Collection Sheet.                       | <input type="checkbox"/> |