

WICK HIGH SCHOOL



Phone 01955 60 33 33

Date. 04-11-2009

Dear Parent/Carer,

We request your cooperation in completing our Annual update form as set out below. It is vital for the safety and care of your son/daughter that the school has accurate and up-to-date information on record. This is especially important in the supply of an emergency phone number for all pupils and for Country pupils the supply of an emergency accommodation address within Wick.

We also request an email address (where possible) for contact to try and reduce the amount of paper that we use per year. Please add depwhs@wick.highland.sch.uk to your list of 'safe' email addresses.

Please add the information below by **printing**

Pupil's Name		Class			
Mother or Carer #1	Name	Address	Email address		
Father or Carer #2	Name	Address	Email address		
Phone Number	MOTHER/Carer#1	FATHER/Carer#2	Emergency Phone Contact (must accept incoming calls)		
Country pupil?		Storm address within WICK must be supplied for emergency purposes by country pupils			
<i>Please circle below</i>					
YES					
Emergency (STORM) Accommodation	Name	Address	Phone Number		
<u>Please tick and sign below</u>					
I give	<input type="checkbox"/>	do not give	<input type="checkbox"/>	Permission for my son/daughter to be photographed during school classes/events	signed
I give	<input type="checkbox"/>	do not give	<input type="checkbox"/>	Permission for my son/daughter to be out of school during classes/events	signed

Pupils will not be individually identified in photos used for display / website.

Please return to your son's/daughter's registration teacher by Tuesday 10th November.

The information on this form will be processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1998

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 PupilDetailsUpdate.docx