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20 September 2016

Dear Parents,

### Annual Data Collection Update

Please find enclosed your child's **Data Collection Sheet, Medical Information** and our **Safe Use of Internet Policy**. This information was provided by you upon their admission into Howes Primary School and is updated on an annual basis to ensure the records we hold for your child are current and up to date.

#### Data Collection Sheet

Please take some time to check the information carefully and amend/insert as and where necessary, please sign and date the form.

*If there are no changes please sign and date the form.*

#### Medical Information

Please complete the form in full.

#### Safe Use of Internet Policy

Please read the policy and share with your child as appropriate for their age. Please sign the form.

Please return all forms in the envelope provided to the office by **Friday 30<sup>th</sup> September**. We thank you for your assistance and support.

Yours Sincerely

Toni A'Barrow  
Business Manager

