



Norris Bank Primary School

Green Lane Heaton Norris Stockport SK4 2NF

Tel: 0161 432 3944 Fax: 0161 975 5114 www.norrisbank.stockport.sch.uk

Headteacher: Mrs Elena Ponsen

19th May 2023

Dear Parent/Carer,

Data Collection Sheet

Attached is something called a 'Data Collection Sheet.'

Could you please take some time to complete the information on it and send it back to school as soon as possible.

As the information on the sheet is used for emergency contacts it is very important that it is correct and up to date.

The school needs a minimum of:

- 3 different contact numbers with the relationship to your child
- The full name and address of each contact, including postcode
- Mobile, home and work numbers

Please ***write clearly in capital letters*** using the back of the sheet if required.

Remember: - contacts need to be in the local area. A contact who is quite a distance away would be no use in an emergency.

During the year if any of the information on you or your child changes, could you please inform a member of the office staff so that we can amend our records.

Yours sincerely,

Mrs J Ewing
Business Manager

