



Dear Parents/Carers,

New Student Information Collection Forms

Please find attached the following forms which must be completed for all students joining the school.

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| 1 | Asthma Consent Form (if applicable) |
| 2 | Data Collection Form |
| 3 | Medical Details |
| 4 | Parental Agreement Forms to Administer Medicines |
| 5 | Enrichment Activities Consent Form |
| 6 | ICT Permission Form |
| 7 | Home/School Agreement |
| 8 | Photograph Permission Form |

Please ensure all the required information is provided in a clear, legible format as it will be transferred to our school database. It is particularly important we have details of whom we can contact in case of an emergency.

If possible, please also provide the name and phone number of any other person who has consented to take charge of your child until a parent/guardian can be contacted in case we cannot get hold of you – this can be a family member or close friend.

If you need additional supplies of any of the above forms, are unsure about the details to provide or require any assistance please contact the school administration team on 01727 868 021 who will be delighted to help.

We would also like to take this opportunity to remind you of the following important items:

* Have you submitted your transport application (if applicable) – further details are available on the following website [www.hertsdirect.org/schooltransport](http://www.hertsdirect.org/schooltransport)
* Have you arranged your Transfer of Free School Meal entitlement or submitted a Free School Meal application (if applicable)? Further details are available on the following website [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)

Your co-operation in this matter is much appreciated. Thank you.

Administration Team

Batchwood School