



St. Peter's Church of England Primary School
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CHANGE OF CONTACT INFORMATION

Parents and carers are requested to complete this form to change the basic contact information, which our setting holds about your child. Contact information is used for communicating with you about your child and in an emergency. In the case of split families, all those with parental responsibility must agree to a change in emergency contact information.

Child's Details

Child's Name:	
Date of Birth:	

Update Information

Name of person whose details are to be updated:	
Date updates to be effective from:	

Please update records to show:

<input type="checkbox"/>	Change of address	<input type="checkbox"/>	Additional or change of email address
<input type="checkbox"/>	Additional or change of home phone number	<input type="checkbox"/>	Designated emergency contact
<input type="checkbox"/>	Additional or change of mobile phone number	<input type="checkbox"/>	Any other details
<input type="checkbox"/>	Additional of change of work phone number	<input type="checkbox"/>	

New Address:	
New Postcode:	

New home phone number:		Additional/Change
New Mobile phone number:		Additional/Change
New Work phone number:		Additional/Change
New Email address:		Additional/Change

CHANGE OF EMERGENCY CONTACT	
Name of new emergency contact:	
Address of new emergency contact:	
Phone numbers of new emergency contact:	Home: Mobile: Work:
Please state the order in which you would like contacts to be called in the case of an emergency:	1. 2. 3. 4.
Reason for change to emergency contact information:	

Any other details requiring updating:

Office Use Only

Date change actioned:	
Actioned by (initials):	