



Change of Details Form

If you are aware of any changes to the information that we hold for your child, can you please use the form below and email it to info@queens.richmond.sch.uk or leave it at the school office in an envelope.

Child's Surname (required) Date of birth (required)

Forenames (required)

(Preferred name)

Home address

Telephone (home)

Mother's work/mobile email address

Father's work/mobile email address

Main Parental Contact (e.g. Mother/Father)

Please fill in the following details for the child's mother, father or legal guardian (if different) including address:

<u>Name</u>	<u>Address</u>
Mother
Father
Guardian

Please fill in the following details for at least one other adult whom we may contact in case of emergency during the day:

<u>Name & relationship</u>	<u>Telephone Number</u>
.....

I give my consent for the school to process these details in accordance with the Fair Processing Notice (please see the school website for more details)

Signature of parent:

Date: