

## UPDATING YOUR EMERGENCY CONTACT DETAILS

Each year we ask parents/carers to update us with details of all persons who have parental responsibility and anyone else they may wish to be contacted in an emergency. The Academy uses SIMS InTouch to send out correspondence electronically, therefore where possible, please provide an email address and mobile phone number for at least one parent to ensure we are able to contact you.

The Academy is registered under the Data Protection Act for holding personal data. The Academy has a duty to protect this information and to keep it up-to-date. The Academy is required to share some of the data with the Local Authority and with the DfE.

**Please complete and return this form to Mrs Craft, Nova T & SIMS Manager/SLT Administrator, in a sealed envelope.**

STUDENT'S DETAILS	
Legal surname:	Home Address:
Legal forename:	
Preferred surname:	
Preferred forename:	
<p>If you have other children at Chiltern Hills Academy, please list their names below and we will ensure that all the information you provide on this data collection form, regarding emergency contacts, is updated for them too.</p>	
PARENT/CARER (FIRST CONTACT)	
Legal surname:	Title: <i>Mr / Mrs / Ms / Miss / Other</i>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:
Work telephone number:	Email address:
PARENT/CARER (SECOND CONTACT)	
Legal surname:	Title: <i>Mr / Mrs / Ms / Miss / Other</i>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:
Work telephone number:	Email address:
THIRD CONTACT (optional)	
Legal surname:	Title: <i>Mr / Mrs / Ms / Miss / Other</i>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:
Travel Arrangements – please tick the main method of transport your child uses to and from school from the list:	
Walk	Bus
Car / van	Taxi
Car share	Train / tube
Cycle	