



Westfield Community School



"...a beacon of hope..." Ofsted 2007
"...outstanding school..." Ofsted 2010
"...outstanding Children's Centre..." Ofsted 2011

Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E. M. Ed.

27th September 2016

Dear Parent / Guardian

DATA COLLECTION SHEET

We are currently updating our pupil records and are aware that some of the information we hold on computer about your child may not be up-to-date. It is important that the information held is as up-to-date and accurate as possible.

It would assist us if you notify us of any changes of address, telephone number, mobile phone number or contact details as they occur. This not only helps us to keep our records correct, but also to help us to contact you in the event of your child being ill whilst at school. **We would also be grateful if you could place a star against the mobile number you would like us use to deliver text messages.** A change of details form is always available from the office.

It would help us greatly if you could check the attached information sheet and complete any blanks or amend any information that is incorrect. The bottom of the sheet should then be signed by all those who have legal responsibility for your child and returned to school as soon as possible.

Thank you for your continued support.

Yours sincerely

Mr T. W Sherriff
Headteacher

