

## CONTACT INFORMATION

To confirm we have the correct information on our system for your son/daughter I would be grateful if this proforma could be completed and returned to Mrs Margaret Stephens as soon as possible. Please also specify if copy letters, reports, invoices need to be sent to a second addressee by completing the 2<sup>nd</sup> Contact information section below.

Please note that the majority of information is now sent by email.

Son/Daughter Name			
Please confirm Status	Boarding <input type="radio"/> Flexi <input type="radio"/> Extended Day <input type="radio"/> Day <input type="radio"/>		
	If flexi-boarding please indicate number of nights (minimum 2, maximum 3 nights)		2 or 3
<b>Parent Titles &amp; Names</b>	<i><b>Please set out how you would prefer letters etc to be addressed</b></i>		
House Name/Number			
Street and/or Village			
Postal Town			
County & Postcode			
Country			
<b>Home*</b>			
Mobiles:	<b>Mother:</b>	<b>Father:</b>	
<b>Email*</b>			
<b><u>If a duplicate copy of information is required (i.e. Guardian) please complete here</u></b>			
<b>Title, First Name &amp; Surname</b>			
Relationship to Pupil			
House Name/Number			
Street and/or Village			
Postal Town			
County & Postcode		Country:	
<b>Email*</b>			
Please tick appropriate boxes	Copy report <input type="checkbox"/>	Copy invoice <input type="checkbox"/>	All copies <input type="checkbox"/>

