

## Pembury Primary School



### Change to Contact details

**Ensure the pupils name and class have been entered and then complete the sections that have changed. Please list all children and their class**

Fill in below if there are changes to parent/carer contact details for parents/carers not living with the pupil

CHILDS NAME		CLASS		PARENTS NAME	
CHILDS NAME		CLASS			
CHILDS NAME		CLASS			
HOME ADDRESS				HOME ADDRESS	
STREET				STREET	
TOWN				TOWN	
POST CODE				POST CODE	

CONTACT NAME	PARENTAL RESPONSIBILITY	RELATIONSHIP	MOBILE NO	HOME TELEPHONE	WORK TELEPHONE	EMAIL ADDRESS
1	Y / N					
2	Y / N					
3	Y / N					
4	Y / N					

Sign below to confirm these details are correct

Signature \_\_\_\_\_

Date \_\_\_\_\_

Data Protection Act: 1998 The School is registered under the Data Protection Act for holding persona data.  
The school has a duty to protect this information and keep it up to date.  
The school is required to share some of the data with the Local Authority and with the DfE.