



St. Michael's C.E. Primary School

School Road, Sunninghill, Ascot, Berkshire SL5 7AD
Tel 01344 622962 Fax 01344 873763

Emergency Contact Information 2024 – 2025

In order to maintain up-to-date emergency contact information, the school asks all parents to assist by completing this form. The school is required to update this information annually.

PLEASE WRITE CLEARLY

Should there be any changes during the year kindly contact the school immediately.

Child's full name: Year Group (Sept 2024)

Home address:

..... **Post code:**

MAIN POINT OF CONTACT - All text messages are sent to the key person.

In an emergency i.e. your child is ill, a club is cancelled or arrangements are changed at short notice, please provide the telephone number and email address of the **key person** to be contacted.

Name of key person:

Relationship to the child **Mobile no:**

email address

Parent/ Carer Information

Parent/ Carer 1 (Full name):
(Please state full name and title by which you would like to be addressed including Mrs/Miss/Mr/Dr)

Mobile no: Email address:

Parent/Carer 2 (Full name):
(Please state full name and title by which you would like to be addressed including Mrs/Miss/Mr/Dr)

Mobile no: Email address:

You may give one other named person as a contact if you wish: (i.e. grandparent, neighbour, friend)

Name: Relationship:

Mobile no: Email address:

If a parent has a different address from that of the child please give details below:

Parent name: Mobile number:

Home address:

..... Post code: