**Change of Contact Details**

**Completed by:**

**Date:**

**Please complete and return to the school office in an envelope or via email to** [www.barleyfieldsprimaryschool.org.uk](http://www.barleyfieldsprimaryschool.org.uk)



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| Please note legal parents are entitled to access information about their child unless there is a legal order in place to prevent this.  We will require documentary evidence to support this. | | | | | |
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| Parent/carer Title: | Miss/Mrs/Ms/Other- please give details  (please delete as appropriate) | | Parent/carer’s relationship: | |  |
| Parent/carer Full Name |  | | | | |
| Parent/carer Full Address including postcode |  | | | | |
| Mobile number |  | Home number | |  | |
| Work number |  |  | |
| Email address |  | | | | |
| Does this person have full parental responsibility? | YES/NO  (please delete as appropriate) | Does this parent have residential care? | | YES/NO  (please delete as appropriate) | |
| Is this parent a priority contact? | YES/NO  (please delete as appropriate | Are there any legal orders in place re this parent? | | YES/NO  (please delete as appropriate | |
| Is this parent a member of Her Majesty’s Armed Forces? | | YES/NO  (please delete as appropriate) | | | |
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|  | | | | | |
| Parent/carer’s Title: | Miss/Mrs/Ms/Other- please give details  (please delete as appropriate) | | Parent/carer’s relationship: | |  |
| Parent/carer’s Full Name |  | | | | |
| Parent/carer’s Full Address including postcode |  | | | | |
| Mobile number |  | Home number | |  | |
| Work number |  | Is this parent a priority contact? | | YES/NO  (please delete as appropriate | |
| Email address |  | | | | |
| Does this person have full parental responsibility? | YES/NO  (please delete as appropriate) | Does this parent have residential care? | | YES/NO  (please delete as appropriate | |
| Is this parent a priority contact? | YES/NO  (please delete as appropriate) | Are there any legal orders in place re this parent? | | YES/NO  (please delete as appropriate) | |
| Is this parent a member of Her Majesty’s Armed Forces? | | YES/NO  (please delete as appropriate | | | |

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| **OTHER CONTACTS** | | | | | |
|  | | | | | |
| Contact priority number (after legal parents) | 1 | | Relationship to pupil | |  |
| Contact’s Title: | Mr/Miss/Mrs/Ms/Other- please give details  please delete as appropriate) | | | | |
| Contact’s Full Name |  | | | | |
| Contact’s Full Address including postcode |  | | | | |
| Mobile number |  | | | Home number |  |
| Work number |  | | |  |  |
| Email address |  | | | | |
| Does this contact have full parental responsibility? | YES/NO  (please delete as appropriate) | Does this contact have residential care? | | | YES/NO  (please delete as appropriate) |
|  | | | | | |
|  | | | | | |
| Contact priority number (after legal parents) | 2 | | Relationship to pupil | |  |
| Contact’s Title: | Mr/Miss/Mrs/Ms/Other- please give details  please delete as appropriate) | | | | |
| Contact’s Full Name |  | | | | |
| Contact’s Full Address including postcode |  | | | | |
| Mobile number |  | | Home number | |  |
| Work number |  | |  | |  |
| Email address |  | | | | |
| Does this contact have full parental responsibility? | YES/NO  (please delete as appropriate) | Does this contact have residential care? | | | YES/NO  (please delete as appropriate) |
|  | | | | | |
|  | | | | | |
| Contact priority number (after legal parents) | 3 | | Relationship to pupil | |  |
| Contact’s Title: | Mr/Miss/Mrs/Ms/Other- please give details  please delete as appropriate) | | | | |
| Contact’s Full Name |  | | | | |
| Contact’s Full Address including postcode |  | | | | |
| Mobile number |  | | Home number | |  |
| Work number |  | |  | |  |
| Email address |  | | | | |
| Does this contact have full parental responsibility? | YES/NO  (please delete as appropriate) | Does this contact have residential care? | | | YES/NO  (please delete as appropriate) |