**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**  |
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| Contact priority number (after legal parents) | 1 | Relationship to pupil |  |
| Contact’s Title: | Mr/Miss/Mrs/Ms/Other- please give detailsplease 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) |
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|  |
| Contact priority number (after legal parents) | 2 | Relationship to pupil |  |
| Contact’s Title: | Mr/Miss/Mrs/Ms/Other- please give detailsplease 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 detailsplease 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) |