

# School enrolment form - information about emergency contacts

## Parent or guardian contacts and other emergency contact details

Contact information for each child requires to be held within the school so that the correct person(s) may be contacted in the event of an emergency or illness, or for the purposes of correspondence including sending letters, issuing school reports and issuing school information or in the event of school closure.

The main contact will be the person who will receive all correspondence and will be the first point of contact - this does not necessarily have to be the parent or guardian.

It is important to include

- The parents or guardians of the child. We have a duty to inform both natural parents of a child, please also include details of those not living at the home address
- At least one additional contact other than the parents/guardians who is available during the day in the event of an emergency (SOS Contact)
- Nominate one person whom the child may return to the home of in the event of adverse weather
- One additional contact from the previous country of residence is required where relevant
- Please ensure permission is obtained from each priority contact to share their personal details