

30th November 2023

Dear Parents/Carers

Re: Contact Information

Please can I remind you that if you are planning on taking a holiday or break and have allocated another responsible adult to deliver/collect your child from school and act as a contact in the event of an emergency, that you let the school office know, preferably in writing via the office email, office@meadowfield.kent.sch.uk or the Contact Book. Please provide the following information:

- Full contact name
- Address if not at the pupil's home address
- Contact telephone number
- Relationship to the pupil
- Dates you will be away
- Any other important information you think we should be aware of to support the pupil

This request is not only for safeguarding reasons but sometimes a change of carer will have an impact on pupils and if staff are aware, we can support the pupil with their anxiety or upset. Having this information means that in the event of an emergency there would not be a delay in making contact with an appropriate adult.

I would also ask that any new person responsible for your child makes themselves known to our transport team as they enter the school gates and if the designated person has not collected before please ask them to bring photo ID.

Thank you for your co-operation and support.

Yours faithfully



Angela Howe
Principal