

Dear Parents

We understand from time to time that there may be changes to your circumstances ie address, phone numbers, emergency contact, medical or custody details.

To ensure the safety and wellbeing of all of our students it is imperative that we hold your most current details.

In emergencies, the quickest way to notify families all at the same time is via text message.

This system is also used for giving out general information as well as posting on our social media Facebook page

Can you please fill out any changes on the opposite side of this letter and return it to the school front office as soon as possible so that we can update our systems.

Thank you for your co-operation.

Alistair Williams
Principal



STUDENT / FAMILY

Change of Details and Personal Information

STUDENT'S SURNAME: _____ CHRISTIAN: _____ YR LEVEL _____

STUDENT / FAMILY PERSONAL INFORMATION			
NEW RESIDENTIAL ADDRESS DETAILS		SUBURB	POSTCODE
NEW POSTAL ADDRESS (if different form above)		SUBURB	POSTCODE
HOME PHONE NUMBER		PG 1 EMAIL ADDRESS	
PARENT/GUARDIAN 1 NAME		MOBILE	
WORK LOCATION		WORK PHONE	
PARENT/GUARDIAN 2 NAME		MOBILE	
WORK LOCATION		WORK PHONE	
PG 2 EMAIL ADDRESS			

EMERGENCY CONTACTS (other than parent)			
NAME	RELATIONSHIP (to child)	HOME PHONE	MOBILE

Any other relevant changes ie medical, custody

SIGNATURE OF PARENT / GUARDIAN _____ DATE: _____
(PLEASE READ BOTH SIDES)