

Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

Telephone School Office: 01737 553255

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Website: <http://www.chipsteadvalley.com>



Executive Head: Mark Rosewell MA

Deputy Head: Sara Kennard

Email: heads.pa@chipstead.croydon.sch.uk

Emergency Contact Information

Dear Parents/Carers

If your child should suffer an illness or accident at School, we may need to get in touch with you quickly. It is therefore very important that we have the correct contact details for the parent(s) at home and at work. It is also very useful to have contact details for a grandparent or neighbour who could collect your child should you be unavoidably detained at any time.

I should tell you that in order to keep our administration costs to a minimum, we will always ring the home and work land-line number before attempting to contact a parent using a mobile number.

Please complete all the details on the form overleaf and return it to the school office via your child's class teacher. Do remember to notify us if any of these details change during the course of the year.

Thank you for your assistance in this matter.

Yours sincerely

Mark Rosewell

CVPS EMERGENCY CONTACT INFORMATION

Child's Surname:	Child's Forename(s):	Class:
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Home Address:	Date of Birth:
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Home Telephone Number:	Mother's Mobile Number:	Father's Mobile Number:
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Mother's Full Name Mrs/Miss/Ms/Other Name and address of place of work (including working times)	Mother's Telephone Number at work (and ext. number if any)
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Father's Full Name Home address if different from above: Name and address of place of work (including working times)	Father's Telephone Number at work (and ext. number if any)
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Name and address of another person who is willing to take charge of the child until a parent reaches home	Telephone Number (H) (M)
Relationship to child:	

Signature of Parent/Carer	Date
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