



24<sup>th</sup> September 2018

### Contact Details for Interviews and Reports

Dear Parent,

At this time, we are getting ready for parental interviews. We are aware some children live with two parents at different locations. We want to update our database of pupils we need to send a second parental interview letter or/and a report to in the Summer Term.

We are aware that there are families who live in two homes in which this information is freely shared by both parents. Therefore, no duplication is required.

If, however you feel it is appropriate that parental interview invitations and reports are issued to both parents please complete the details below.

Obviously for administration cost reasons **we would like this service to be requested only when really required.**

**Only return this form if you require this service for your family.**

Regards,

**F. Bailie**

**Principal**

Name of Pupil/s	Class/es	Additional address for postal interview invites & reports

Person to receive information: \_\_\_\_\_

Relationship to pupil/s: \_\_\_\_\_

Circle which information you require to be posted to this address:

Interview Invitations                      End of Year Report

By signing this document, you are confirming that the named person above has been informed that this information has been provided to the school. If these details change it is the responsibility of the person named above to inform the school.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_