



Old Sarum Primary School
Pheasant Drive
Salisbury
Wiltshire
SP4 6GH
Tel: 01722 410 677
admin@oldsarum.wilts.sch.uk

Subject: Please Update Your Child's Information

Dear Parents and Carers,

To help us provide the best possible care, support and communication for all pupils, we are asking all families to review and update the information we hold for their child(ren).

It is important that our records are accurate and up to date so that we can contact you quickly if needed and ensure we are aware of any relevant information regarding your child, including emergency contacts, medical details, language information and service child status.

Please take a few minutes to complete our online Pupil Information Update Form using the link below:

 Old Sarum Primary School – Pupil Information Update Form

<https://forms.cloud.microsoft/e/tR9HP5wJdA>

We would be grateful if all families could complete the form by Monday 12th October even if you believe your details have not changed. This helps us confirm that the information we hold is current and accurate.

The form includes sections relating to:

- Parent and carer contact details
- Emergency contacts
- Medical information and GP details
- Home address details
- English as an Additional Language (EAL) information

- Service child status
- Any additional information that may help us support your child

Thank you for your support and cooperation in helping us maintain accurate records and ensure the safety and wellbeing of all pupils.

Kind regards,

Polly Bailey
Headteacher
Old Sarum Primary School

