

22nd May 2015

Dear Parent/Carers

I would like to take this opportunity, on behalf of the Governors and Staff, to welcome you and your child to Greenfields Specialist School for Communication.

From time to time we need to ask you for a variety of information about your child, this information is held only within school and used to inform staff either for curriculum planning purposes and/or out of school visits to comply with Health and Safety needs. The information that is of particular importance to us will be medical information, emergency contacts, telephone numbers, permissions, dietary needs. **Please ensure all the enclosed forms are completed and returned to the school office by Friday 26th June 2015 at the very latest using the enclosed stamped addressed envelope. If we do not have these forms returned, your child will not be able to start school on the first day without them.**

Uniform orders should also be returned to the school office at the same time, along with your payment (Cheques payable to 'The Schoolwear Shop') by Friday 20th June 2014, this will enable us to fulfil orders in time for September 2015.

We look forward to seeing you at the beginning of the new academic year that starts on Friday 4th September 2015. In the meantime if you have any questions that you would like to ask please do not hesitate to contact the school office on the above telephone number.

Yours sincerely

Lisa Atack
Head Teacher

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