

SCHOOL USE ONLY :
Date entered on SIMS :
(Initials & Date)

St Matthew's Catholic Primary School Pupil Emergency Contact Information



2023/2024

It is your legal responsibility to keep the school informed of current emergency contact details. Contacts will be used in order of priority.

PLEASE USE BLOCK CAPITAL LETTERS TO FILL IN THE FORM BELOW.

Child (Full Name)	D.O.B.	Class															
Address		Postcode															
Main Email Address (For eSchools)																	

Parent / Carers Information				
Title	Mothers Name	Address	Postcode	Contact Number
Title	Fathers Name	Address	Postcode	Contact Number

Emergency Contact Details

Include parents if a priority emergency contact (In order of priority).

Priority	Title	Name of Contact	Relationship to Child	Contact Number
1				
2				
3				
4				
5				

I confirm that these are the correct emergency contact details for my child and that I will inform school of any changes to my child's emergency contact details at the first opportunity.

Signed	Dated

For School use only

Changes to above information:

Changes to Emergency Contact Details

Date	Title	Name of Contact	New Details	Input to SIMS (Staff Initial & Date)

Changes to Addresses

Date	Title	Parent or Child	Change of Address	Postcode	Input to SIMS (Staff Initial & Date)

Additional information Box

Comments Box