



February 2008

Dear Parent/Carer

Re: Change of Contact Details

Have you recently moved house?



Changed jobs?

Or have a new mobile/contact number?



If you have, please inform the School Office ASAP by completing the form attached and your details will be amended accordingly. It is very important that we have your recent and most up-to-date contact details. Please return the completed form to the School Office.

Many thanks for your help and co-operation in this matter.

The School Office
Mount Grace School
Church Road
Potters Bar
Herts
EN6 1EZ
Tel: 01707 655512
Fax: 01707 663725
e-mail: admin@mountgrace.herts.sch.uk



Student Change of Address/Contact Details

Please complete in BLOCK CAPITALS and return this form to the School Office

Student Surname/Family Name:

First Name(s):

Form:

NEW HOME ADDRESS

NEW CONTACT ADDRESS

Contact Name:

.....

.....

..... **Postcode:**

Home Tel:

Telephone Numbers

Mother

Work/Day: **Mobile:**

Father

Work/Day: **Mobile:**

Other Emergency Contact(s)

Name: **Relationship:**

Work/Day: **Home/Evening:**

Mobile:

Comments:

Signature: **Date:**