

RAUMATI BEACH SCHOOL

25 May 2017

Dear Parents & Guardians,

STUDENT PROFILE UPDATE INFORMATION

Every year around this time we send home a coloured Student Profile Sheet. This sheet has information pertaining to **your** child. It lists all your child's Primary/Secondary and Emergency contacts. These are the people that you have nominated to care for your children in your absence, if we are unable to contact the primary caregiver.

We understand that circumstances change and it is very easy to forget to pass on this information, but this information is very important to us this information allows us to contact you quickly and effectively in case of an emergency. So please check through carefully to make sure we have all your child's contact details and medical information correctly recorded.

Please feel free to add any changes to each individual sheet, so we can update our records.

The system will only allow one Primary Caregiver. In the case of shared care, the primary contact will be our first call then we will contact the secondary contact. If we are unable to get hold of either of these we will then make our way down the contact list until we are able to reach someone.

As we now have over 660 students at our school, and this is a labour intensive job, we have decided to send out one team at a time. ***If you have siblings who are not in the same team, please wait for their sheet to be sent home separately. Please do not include their details or changes to other children's forms.*** This is to ensure that each student has a separate student profile sheet for emergencies.

Please return Student Profile Sheets to the School Office ASAP, even if there are no changes to be made.

Regards,

Julie Moody
ADMIN TEAM LEADER/PA

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