

16th October 2020

Dear Parents/ Carers,

Action Required: Data Collection Sheets

For those of you I have yet to meet, my name is Mr. Russell and I have recently taken over in the school office at Hookstone Chase Primary School from the departing Mrs. Allan.

I wish to ensure that our records of your child/children are as up-to-date as possible, and have therefore enclosed a Data Collection Sheet which requires action on your behalf. This may be to add or alter the current information showing.

Please can I ask that you kindly fill out these sheets and return them to school (either with your children or to the office directly) at your earliest convenience, making sure the information you provide is as clear and accurate as possible?

Thank you in advance for your assistance. I look forward to receiving your DCSs in the very near future.

Yours sincerely,



Rob Russell
School Office