

## **EMERGENCY PROCEDURE**

If a child is taken ill, or has an accident at school, every effort will be made to contact the child's parents. In order to facilitate this it is essential that the school has up to date telephone numbers at which one or both parents, or other responsible adults, e.g. grandparents can be reached. If a parent cannot be contacted, the child will be kept at school until the end of the session. Please keep us informed of any changes. Any amendments to your child's details during the year will not be taken over the telephone or by letter form. A new pupil data entry form must be completed in full for any amendment, e.g. change of telephone number, contact person, address etc. If you have more than one child then you must complete a new form for each of them. You can collect new forms from the main entrance area.