



**OUR LADY'S ASSUMPTION**  
SCHOOL

15 February 2019

Dear Parents/Guardians

**STUDENT AND FAMILY DETAILS UPDATE**

Please find attached 'Confidential Personal Information Forms' for 2019. Please read and check all information thoroughly making sure you update the necessary areas and fill in all blank fields where applicable. **Please include mobile phone numbers, work numbers and email addresses.**

**Emergency contacts must be able to collect your child if you are not able to be reached. If you wish to have more than one contact, include the second person's details and list their relationship to your family.**

If any changes need to be made simply cross out incorrect information and print the correct details next to it. If no changes are required, sign the bottom of the first page and return to the school.

If applicable, provide a copy of any updated immunisation records.

This information is held in the school office. It is treated **as strictly confidential** and used to contact parents or nominated people in the event that your child is sick or injured whilst at school. **Addresses and phone numbers will not be given out in accordance with the Privacy Act.**

Please return all forms **to your child's class teacher by Friday 1 March, 2019.**

Your assistance in keeping your child's details updated is greatly appreciated.

Greg Martin  
**Principal**

