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Mrs J Mohamed  
Headteacher

Our ref: JMH-JRI 240817  
Your ref:

24 August 2017

Dear Parent/Carer,

## Important Documents

Within this envelope you will find a number of documents which require your attention:

- Annual Data Check, including Medical Condition

This **double-sided document** is a record of the information currently held within our school system.

Please check the information carefully, paying specific attention to emergency contact details and telephone numbers, making any amendments necessary.

This document requires a signature before **returning to the School Office by Friday 1<sup>st</sup> September 2017.**

- Key Dates For Your Calendar

This double-sided document is an overview of activities for the coming year. For future reference, an electronic copy may also be found on the school website [www.oldmachar.aberdeen.sch.uk](http://www.oldmachar.aberdeen.sch.uk)

Yours faithfully

Mrs J Mohamed  
Head Teacher