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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 (if applicable)

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. Please sign and date before returning to the School Office by **Friday 1st September 2017**.

- Annual Block Consent – Letter/Tear-Off Slip and Form

Please complete this document (V4), sign and date it and return to the School Office, along with the tear-off slip, by **Friday 1st September 2017**. The Terms and Conditions (V8), should be kept for your own reference.

- Key Dates For Your Calendar

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

Yours faithfully

Mrs J Mohamed
Head Teacher