

# EMERGENCY CONTACT DETAILS

Nurturing Knowledge.  
Learning for Life



## Courtwood Primary School

Courtwood Lane, Addington, Croydon CR0 9HX

Tel: 020-8657-8454

Email: [office@courtwood.org.uk](mailto:office@courtwood.org.uk)

Website: [www.courtwood.org](http://www.courtwood.org)

Headteacher: *Natasha Grant*

Deputy Headteacher: *Jo Stawman*

Secretary: *Julie Kilsby*



Dear Parent/Carer,

Should your child become unwell or have an accident at school, we will need to get in touch with you quickly. For this purpose, would you please complete the form overleaf and return it to the school as soon as possible.

Please note, if there are any changes to the contact details we would appreciate it if you could complete a new form, available from the School Office or our website as soon as possible.

### RE: Texting & Emailing Message Service

Please note that we have a text and email messaging service. To enable us to get the best value for money we would ask for you to circle one mobile number you would prefer a text message to be sent to on the form overleaf. Please also ensure you write out your email address as clearly as possible as any errors may result in emails not being received.

The system is designed to send out messages only - please do not try to reply.

Yours sincerely

**Mrs N Grant,**  
Headteacher.

# EMERGENCY CONTACT DETAILS



Class -----

CHILD'S NAME: (in full)

-----  
(Surname first, in block letters)

Home Address :	
Telephone no:	
Email Address:	

Mother's Name:	
Mobile no:	
Work no:	
Father's Name:	
Mobile no:	
Work no:	

## ALTERNATIVE EMERGENCY CONTACTS

Name of Person	
Telephone no:	
Relationship to Child:	

Name of Person	
Telephone no:	
Relationship to Child:	

Name & Address Of Child's Doctor	
Telephone no:	

## ALLERGIES AND/OR OTHER MEDICAL CONDITIONS :


NOTES (school use)

---