



**The Manor**  
PREPARATORY SCHOOL

**To All Parents**

18 June 2010

Dear Parents

In order to keep our data base up-to-date we need to check we have all your correct information.

Over the course of the next few days we will be sending out a form containing all the contact/personal information details we hold for you on file.

Since we have adopted a paperless system and recently checked email addresses, unless you have recently changed or added a new or changed email address, there is no need to amend this on the form. However, please carefully check all other details.

I would be grateful if you could return the forms to The School Office by Friday 25 June 2010. If the form is fine, please still return it with a tick and signature.

Very many thanks for your help with this.

Yours sincerely

**Piers Heyworth**  
Headmaster