



The Manor
PREPARATORY SCHOOL

To All Parents of Children in Pre-Nursery, Nursery and Reception

3 December 2010

Dear Parents

In line with the regulations relating to children in the Early Years (age 0-5), we are obliged to have accurate records not only of anyone with Parental Responsibility for Manor children, but also of anyone who may have Legal Contact with these children.

Please could I ask **all** of you to complete and return the attached form to the School Office, as soon as possible but at the latest by **Friday 10 December 2010**, so that our records are in order and complete.

On a separate matter, we have updated our “Welcome to Pre-Nursery”, “Welcome to Nursery” and “Welcome to Reception” handbooks in order to reflect one or two other minor changes to Early Years Regulations. Please look out for these new handbooks in your children’s bags next week as we will be redistributing them to keep you all up to date.

Thank you very much for your help.

Yours sincerely

Piers Heyworth
Headmaster



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PARENTAL RESPONSIBILITY AND LEGAL CONTACT FORM

Names of Child/ren
1.
2.
3.
4.

Please give details below of all persons who have **Parental Responsibility** for the child/ren named above, including anyone with **Parental Responsibility** living at a separate address.

Details of Persons with Parental Responsibility	
Name: Address:	Name: Address: (if different)
Relationship to child: Legal Contact: Yes/No	Relationship to child: Legal Contact: Yes/No
Name: Address: (if different)	Name: Address: (if different)
Relationship to child: Legal Contact: Yes/No	Relationship to child: Legal Contact: Yes/No

- I confirm that the information detailed above is correct
- I confirm that all persons named above have **Legal Contact** with the child/ren named in boxes 1-4 at the top of this form*

Signed _____ Date _____

(Signature of one person with Parental Responsibility)

*If any of the parents named above **do not** have **Legal Contact** with the child/ren listed please provide separate details of any relevant correspondence supporting this.