



Glazebury C E Primary School and Nursery

Warrington Road, Glazebury, Warrington, Cheshire WA3 5LZ



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6th October 2025

Dear Parent/Carers

Pupil Information Held in School - Annual Update

To ensure all the information we have recorded for your child is up-to-date, relevant and accurate we require you to complete an annual data collection form to check this against the records currently held in school for your child.

Please, may I ask you complete this information at your earliest convenience but would help us greatly if this is carried out by **Friday 24th October** latest. This needs to be completed one per child and not one per family. There will be ipads available at parents evening and an iPad will be available on the school office reception desk for your ease to complete.

To access the form please follow the link:

<https://forms.office.com/e/UBES1jaULK>



If we need to make contact with you or other contacts provided regarding your child, we will do this in the order in which you have provided them so please bear this in mind when providing emergency contacts. Also, our School Spider communication app uses the first contact detail you have provided and sends app and email messages.

If you are having difficulty accessing this form, please contact the school office who are always happy to help.

Many thanks in advance for your assistance in this matter.

Yours sincerely

Mrs K Mowbray
Head Teacher