

CHOWBENT PRIMARY SCHOOL



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17 October 2025

Dear Parents & Guardians

When you attend parents evening next week you will be asked to check a data collection sheet, so we can ensure we hold the most up to date details for you and your children. This form includes sensitive information so please make sure it remains confidential.

Please carefully check that the information on this form is up to date and correct, including all telephone numbers, email and postal addresses, then sign the form and return it to the nominated staff member. Any amendments, additions or deletions should be written on the form.

All children need at least 2 emergency contacts. Please make sure that all of your child's emergency contacts are aware that we have their information.

Primary / Legal guardians – please see the below definitions when checking/amending details on the collection sheets regarding guardian status:

- A **Legal Guardian** is legally responsible for the child (either the natural parents or a court-appointed guardian). Parents would also remain legal guardians if the children are in care voluntarily.
- A **Primary Guardian** has daily parental responsibilities for the child, they receive updates on the academic affairs of the child and communications from the school.

Parents can be either a Primary or Legal Guardian only, or they can be both at the same time.

The school's privacy notice can be found here:

www.chowbent.wigan.sch.uk/gdpr

Thank you for your cooperation in ensuring all records are fully up to date.

Kind regards

School Office

