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Dear Parents and Carers,

19/03/20

We would like you to confirm your primary and secondary email contact with the Front office as soon as possible. We communicate regularly via email and must ensure parents are well informed.

**Primary contact**

Name of Parent or Carer: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary contact**

Name of Parent or Carer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Thanking you in advance,

Anna McGown  
Deputy Principal