

Cambridge Gardens Public School

Innovation, Excellence, Connections & Fun

UPDATE OF STUDENT INFORMATION

Dear Parent/Carer,

It is essential that we maintain accurate contact records for all students attending Cambridge Gardens Public School and therefore need to regularly update any changes to family information. We have recently had some difficulties with contacting parents and emergency contacts due to incorrect or outdated contact information on our records.

To ensure that we have the correct information for each child, we ask you to complete the attached student information sheet, sign and return it to school by Friday the 31st March 2023.

Please consider the availability of contacts and the best phone numbers to call during school hours. We ask that you provide any relevant notes or additional contacts at the end of the form as the more knowledge the school has the better. The information provided will be considered along with existing court orders and custody arrangements.

We appreciate your support and understanding of the importance of having accurate and up to date information for your child and ask that you advise the school promptly of any changes in the future. If you have any questions or concerns regarding this matter, please feel free to contact the school office at any time.

Kind regards

Adam Wynn
Principal

Karen McCoy
School Administrative Manager



34 Trinity Drive
CAMBRIDGE PARK NSW 2747
T: 02 4730 1201
F: 02 4729 1385

email: cambridgeg-p.school@det.nsw.edu.au
www.cambridgeg-p.school.det.nsw.edu.au
Principal: Adam Wynn

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STUDENT NAME: _____ **Class:** _____

FIRST PARENT/CARER TO CONTACT

Name:

Relationship
to Student:

Address:

Best Phone Number:

Other Phone Number:

Note:*

Note:*

Email:

SECOND PARENT/CARER TO CONTACT

Name:

Relationship
to Student:

Best Phone Number:

Other Phone Number:

Note:*

Note:*

Email:

PARENT/CARER NOT RESIDING WITH STUDENT DETAILS

Name:

Relationship
to Student:

Best Phone Number:

Other Phone Number:

Note:*

Note:*

Email:

Receives Academic Report? (please tick) YES or NO

* Provide info or restrictions to this phone number. Eg: Mon, Tues, Wed ONLY, only available 11-3pm

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EMERGENCY CONTACTS *To be used in case of an emergency and the school is unable to contact parents.*

	NAME	RELATIONSHIP TO PARENT	Phone NUMBER
1			
2			
3			

ADDITIONAL INFORMATION – *Please detail any custody arrangements.*

Name of person filling out this form:

Signature:

Date:

PLEASE HAND THIS NOTE TO THE SCHOOL FRONT OFFICE BEFORE 31ST March 2023. THANKYOU



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