

PARENTS ABSENT TEMPORARILY FROM HOME

SCHOOL NUMBERS:

Secondary (Star Street): 0207 298 8800 or 0207 402 9273

Primary (Wyndham Place): 0207 298 8800 or 0207 935 1206

PARENT INFORMATION

Name of Parent: _____

Address: _____

CONTACT DETAILS

Home Phone Number: _____

Mobile Number: _____

Email Address: _____

Emergency Contact Number: _____

GUARDIAN INFORMATION

Name of Guardian: _____

Relationship between Guardian and Family:

Address: _____

CONTACT DETAILS

Home Phone Number: _____

Mobile Number: _____

Email Address: _____

Dates Guardian will in charge of the child/children:

From: _____ **(Date)** to _____ **(Date)**

Additional Comments:

By signing this form, I confirm that the procedure is in place and the appointed Guardian has an emergency number to contact us and the school if he/she is unable to look after the child/children.

Signature of Parent:

Date: _____

Please complete and hand in this form or email the information to: primary@ics.uk.net or secondary@ics.uk.net to inform the School of the arrangements in place for your child if you are planning to be away from home and appointing a guardian in your absence.

You may also email the Secondary Principal, muz.chohan@ics.uk.net and the Primary Principal: alec.jiggins@ics.uk.net