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Headteacher: Mrs Janis M Waters BEd (Hons) Cantab NPQH LGSM*

Dear Parent(s),

As part of our Induction Policy, the Governing Body have asked me to request proof of age for all children joining the school and proof of their home address.

Could you please give me a photocopy or show me your child's birth certificate and proof of address as soon as possible.

Thank you for your co-operation in this matter.

Yours sincerely,

Diane Breeze
Office Manager

