

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Executive Head: Mr Serge Cefai

Head of School: Ms Miranda Baldwin



5 September 2018

Dear Parents and Carers

Re: Telephone and Email Contact Details

It is essential that the contact details we hold for our students are correct at all times, this ensures staff at the Academy are able to fully communicate with you and also fulfil our legal obligations.

We understand that in today's digital world, telephone numbers and email addresses are changed regularly.

The Academy is also working towards becoming paperless before the end of this academic year, if we do not have a valid telephone number or email address important information could be missed.

For these reasons we ask that the attached slip is completed and returned to us no later than Monday 10 September 2018.

Yours faithfully

Miranda Baldwin
Head of School

Telephone and Email Contact Details

Childs Full Name _____ Form _____

Contact One Name	
Relationship to Child	
Email Address	
Mobile Telephone Number	

Contact Two Name	
Relationship to Child	
Email Address	
Mobile Telephone Number	

Let your light shine

