

## **PARENTS ABSENT TEMPORARILY FROM HOME**

### **SCHOOL NUMBERS:**

**Secondary (Star Street):** 0207 402 9273 or 020 7935 1206

**Primary (Wyndham Place):** 0207 298 8827 or 020 7935 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](mailto:primary@ics.uk.net) or [secondary@ics.uk.net](mailto: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](mailto:muz.chohan@ics.uk.net) and the Primary Principal: [elizabeth.burns@ics.uk.net](mailto:elizabeth.burns@ics.uk.net)