

4<sup>th</sup> November 2019

Dear Parent/Carer,

At the engineering UTC we communicate regularly with parents to make sure that you are up to date with good news stories and all relevant communication. In order to maintain this we would like to share with you the information that we hold on our system for your child. Periodically throughout the year, we aim to check that the information that we hold for your child is valid and correct.

To that end, please can you check the details that we hold for your child so that we can ensure that this information is correct. We communicate regularly with parents via email and text message, so if you could please check these and make any amendments necessary on the form.

If the information on the form is correct then there is no need for this to be returned. If there are any changes to make, please can you complete these on the form and then return these to student reception as soon as possible.

Yours sincerely,

Miss C Boden  
Business Engagement Leader

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