



Dear Parent/Carer

As Designated Safeguard Lead for Thomas Clarkson Academy I have been checking the contact details of all students to ensure that what we have on our system is up to date and complete. It is now recommended that schools have a minimum of three people who could be contacted in case of an emergency. These contact numbers could be a combination of grandparents, aunts and uncles, neighbours or close family friends. They must be people who you can trust to keep your child(ren) safe in your absence.

Could I please ask that you email twilkes@thomasclarksonacademy.org or send your child in with a letter that they can hand into student services advising us of;

- The three people we could contact in case of an emergency
- Their phone numbers
- Their relationship your child(ren)

In the event that you change your landline or mobile number during the school year, it is imperative you advise the school in writing as soon as this happens.

Thank you for your support with this matter

Yours faithfully

Mrs A Salmon
VP PDWB & Safeguarding