

Granville Academy



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Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

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Dear Parents / Carers

Duplicate Information

We want to ensure that all adults who have legal responsibility for your son/daughter receive the appropriate information from the academy. If there is someone with parental responsibility that requires a copy of either the academic reports and/or relevant school information (i.e. details of trips, newsletter etc.) then please can you complete the reply slip below.

Yours faithfully

Duncan Jackson
Vice Principal

Duplicate Information Reply Slip

Students Name:.....

Year Group:..... **Form Group:**.....

Name of person who requires duplicate information:.....

Relation to student:.....

What information do they require?

Academic Progress Reports

All other information

How should this information be sent (please tick as appropriate)

Second copy given to student

Emailed Email address:.....

Signed:.....Date:.....

Print Name (BLOCK CAPITALS):.....