



WOLVERHAMPTON CITY COUNCIL
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW
Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Date: 28th June 2024

Dear Parents and Carers,

Re: Updating Contact Details

I hope this letter finds you well. As part of our commitment to maintaining a safe and responsive school environment, I kindly request your cooperation to maintain accurate contact information for your child/ren. This is crucial for the safety and wellbeing of our pupils.

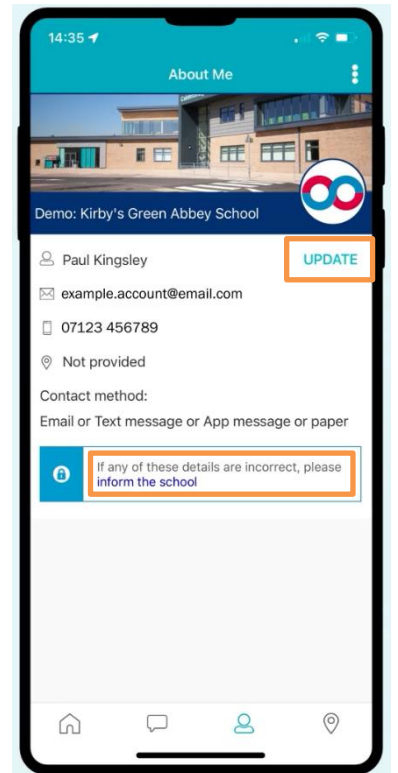
To help keep our records up-to-date, we kindly ask that you inform the main school office **in writing** when there are any updates regarding your telephone number, address, emergency contact details, medical and dietary information for your child/ren etc. You can do this by email via office@wodensfield.org or via School Gateway (as pictured).

Why is this important?

Emergency Situations: In case of emergencies, we need to reach you quickly. Accurate phone numbers and addresses ensure that we can promptly inform you about any incidents involving your child.

Health and Medication: Having up-to-date information allows us to manage any medical needs effectively. Whether it's administering medication or addressing health concerns, accurate details are essential.

School Communication: We rely on email and School Gateway to share important updates, notifications, and information. Keeping your contact details current ensures that you receive timely messages from the school. For more information on School Gateway, please visit [School Systems | Wodensfield Primary](#)



Thank you for your cooperation in this matter. By working together, we can create a safer and more efficient learning environment for our children. If you have any questions or need assistance, feel free to contact our main school office.

Yours sincerely,

S Walker
Mrs S. Walker
Headteacher

