



Riddlesworth Hall

Preparatory School

Diss Norfolk IP22 2TA

Web address: www.riddlesworthhall.com

Tel: 01953 681 246 Fax: 01953 688 124

email: rhrs@riddlesworthhall.com

To: All Parents

30th April 2009

Dear Parents

Pandemic Policy

As you are aware, the Government has recently put the UK on a Pandemic Alert Level 5 which has prompted us to instigate procedures as outlined in our Pandemic Control Policy. As a part of this policy, in addition to extra vigilance in personal hygiene within School (hand washing etc.) and enhanced sanitisation of door handles and toilet areas, we are also checking our emergency contact details for all parents and I would therefore be most grateful if you would take a moment to confirm and update the information we are holding for you.

Please complete the boxes below, giving your up-to-date contact details, and return to the School Office as soon as possible.

Whilst we will work to ensure that your child's education is disrupted as little as possible, a copy of our Pandemic Policy is on the Parents' Noticeboard and the website for your information.

If you do have any queries regarding this matter, please do not hesitate to contact me.

Yours sincerely

Mr Paul Cochrane

<i>Please return this completed slip to the School Office as soon as possible</i>	
Name of Child:	
Address:	
Home Tel. No.	
Mum's Mobile No.	
Dad's Mobile No.	
Work Tel. No.	
Email addresses:	

I confirm that the above information is correct and up-to-date

Signed:

Dated: