



St Peter's Catholic High School

A Specialist Visual Arts College



19th April 2018

Dear Parent/ Carer,

Letting us know when your personal contact details change

We will no longer send you paper data collection sheets to check that we hold the right information about you and your child. Instead you will need to let us know as and when your circumstances change (i.e. if you move address, change your mobile telephone number or change family contact details). You can do this either by emailing the school directly at:

enquiries@admin.saintpetershigh.wigan.sch.uk

Or, you can use the School Gateway app or website to inform us. Click or tap on 'About Me' which will show your details. Click on the link provided on that page to send us your amended details.

If you do not have the School Gateway app, you can send us a simple text. Our number is 01942 316002.

Sometimes we might need to contact you in order to obtain further information from you and this is usually for statutory reasons (for example: information to support a Department for Education pupil headcount or Catholic Education Census). We will let you know, usually by letter if we need to obtain further information from you and tell you how you should provide this to us. For further advice please visit our website. If you don't have access to the internet you can contact the school by telephoning 01942 747693 and ask to speak to the Pupil Services Officer.

Yours sincerely,

M Roberts Mr
Business Manager

Howards Lane, Orrell, Wigan WN5 8NU

Tel: 01942 747693

Email: enquiries@admin.saintpetershigh.wigan.sch.uk

Web: www.saintpetershigh.wigan.sch.uk

Headteacher: Mr A. McGlown M.A. (Oxon) N.P.Q.H