CHANGE OF ADDRESS FORM

Update of Current home and unit address details, Please complete in block letters and return to the school

ADMINISTRATION OFFICE.

Housemasters/Housemistresses will be advised of any changes by Administration Office.

Pupil Name(s): Pupil House(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Pupil Home Address (Including Postcode) | | | | Work Contact Address Father/Mother\*  (All telephone numbers civilian format only please) | | |
| Home Tel/Fax No: |  | | | Work/Daytime Tel/Fax | |  |
| Mobile No: |  | | | Work/Daytime Mobile | |  |
| Home Email' |  | | | Work/Daytime Email | |  |
| Address for Correspondence and Bills if different to above (NB— BFPO work addresses normally used for correspondence abroad) | | | | Name and address for duplicate envelope if required:  Are School Bills to be sent to this address? Yes/No\* Relationship to Pupil:  (Please note copies of all correspondence will be sent to this address unless otherwise requested). | | |
| If Father or Mother is still serving please complete the following | | | | | | |
| Father's/Mother's \*  Current Rank | |  | | Ship/Unit/Stations and Full Address (including Postcode) | | |
| Known Date of Retirement | |  | |
| Parent's Surname and  Initials | |  | |
| Work Telephone Number  (Civilian format only) | |  | |
| For Pupils whose parents are overseas please nominate a "UK" Guardian (for emergency contact only) | | | | | | |
| Guardian's Full Name | | |  | | | |
| Address (including Postcode) | | | | Home Tel No. | |  |
| Work/Daytime No. | |  |
| Mobile | |  |
| Email | |  |
| If you have another child registered for entry to the school in the future, please enter their name and entry date so that their file may be updated | | | | |  | |
| Date | | Print Name | | | Signature | |

\*Please delete as applicable

Any additional information can be shown overleaf

PLEASE ADVISE THE SCHOOL OFFICE IMMEDIATELY WHEN THERE ARE ANY CHANGES IN THE DETAILS GIVEN ABOVE. FAILURE TO DO SO COULD MEAN THAT YOU DO NOT RECEIVE URGENT INFORMATION.