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**Executive Headteacher: Mrs. Salima Ducker**

**Head of School: Miss. Libby Thomassen**

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Tuesday, 1st October 2024

**Data Collection Sheets**

Dear Parents and Carers,

One of our responsibilities under the General Data Protection Regulation (GDPR) is to ensure any personal data we collect/hold at school is kept up to date and accurate. Therefore, we are required to ask families to check their data annually.

Children will bring a data collection sheet home with them in a sealed envelope, by the end of this week. This contains important details we hold on file for your child and their emergency/family contact details. Please look carefully through **all**the information on the sheet and amend any changes by putting a clear line through anything you would like to be removed, and by adding any additional information onto the sheet. All forms must be returned, even if there are no amendments to make, to confirm that we have given you the opportunity to update your data. Please ensure you also sign and date the end of the form.

Please place your form in the envelope and return it to the school office or via your child by Friday 11th October. Alternatively, you can post it in our secure mailbox located just outside of the main school entrance.

Thank you in advance for your cooperation.

Yours faithfully,



***Miss. Libby Thomassen***

**Head of School**