



Headteacher
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24th September 2018

Dear Parents and Carers,

Data Collection Sheets

As you know at the beginning of every Autumn Term we send out a Data Collection sheet to parents/carers. This year there is a new format in order to incorporate the requirements of GDPR. Please find attached the new Data Collection Sheet for you to complete all the boxes, and then sign and date the form.

Please hand in the completed Data Collection Sheet to the school office by Monday 8th October.

Please complete **all** the boxes on the data sheet with the information as requested (please write on an additional piece of paper if you require more space), and ensure that phone numbers and e-mail addresses particularly are clear to read. This will ensure that we hold the correct information and other details in relation to your child should we need to contact you in case of emergency.

Contact Details

Please provide contact details for parents/carers, and also additional emergency contact information, for example a relation or a close friend or neighbour, to ensure we have at least three people listed. **These should be listed in the order of the priority in which we should contact them.**

It is very important that we are able to contact someone in an emergency if we are unable to contact a parent/carer at the time. In line with GDPR, please ensure you have their consent to share their information with us.

Medical Questionnaire and Administration of Medicines in school

Please advise us **of any health or medical details and/or if there have been any changes in your child's health** from the Medical Questionnaire we are already holding. Please check with the school office if you need to.

If it is necessary for us **to keep any medicine in school for your child:**

- **please ensure the medicine is clearly named with the dosage instructions**
- **complete a "Pupil Medication Request" form** which are available from the school office.
- it would be helpful for us to have a small photograph of any child for whom we are keeping medicines.

Please also remember to **supply a named box of plasters if your child is allergic to ordinary plasters.**

Additional School Funding – Pupil Premium

The school receives additional funding, known as Pupil Premium, for children who are eligible for Free School Meals. Even if your child does not wish to have school dinners the school can claim this additional funding for any child who is eligible. **If you think your child qualifies for Free School Meals please contact the school office as soon as possible** for the very simple form which needs to be completed. Please do not hesitate to come and speak to us in confidence should you have any queries regarding this.

Please remember to notify us in the future in writing of any changes to your contact or child's medical details. Thank you for your co-operation in dealing with this promptly.

Yours sincerely

Mr Richard Catchpole - Headteacher