

15th October 2018

Dear Parent

Your child has been issued with a Data Check sheet today. The Data Check sheet contains details of the personal information held by the school on your child.

- Please check and change the details where necessary and return the sheet to your child's Form Tutor, in a sealed envelope marked 'Data Check', **by Thursday, 18th October 2018**
- Please ensure that the details of more than one emergency contact are provided
- Please sign and return the sheet even if there are no changes to be made

It is important that we keep the most accurate information on your child's record so that we can best serve their needs.

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School Gateway

To improve communications with parents we use "School Gateway". If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website plus you can send app messages to the school for free – this will also save the school money when we send text messages

Or

If you don't have a smartphone, visit the website: www.schoolgateway.com and click on "New User". You will receive a text message with a PIN number. Use this PIN to log in to School Gateway.

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School Reports

All reports from School will be sent by email. Therefore, it is essential we hold a current, live email address on our system.

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Privacy Notice

For further information about data we hold on your child and how we use it, see the attached privacy notice.

Yours sincerely

Roxana Anastasiou
Office Manager