



# ST MAWES PRIMARY SCHOOL

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14<sup>th</sup> September 2018

## Use of Pupil Data

It is essential that we ensure the information we hold about you and your child is accurate and up to date, in order for us to support pupils at school. You will find attached to this letter a **Data Collection Sheet** that tells you about the information currently held about you and your child. I would be very grateful if you would:

1. **Amend the attached Data Collection Sheet with any information that has changed**
2. **Sign the Data Collection Sheet at the bottom to let us know that you have seen it**
3. **Return the Data Collection Sheet to the school office as soon as possible even if there are no changes**

**CONFIDENTIALITY:** The information that you give us will be maintained on the school's data base to which no unauthorised person has access. The data base will be subject to strict controls to ensure compliance with the Data Protection Act.

Also enclosed is an **Authority to Dismiss at the End of the School Day form**. Please list the names of adults who have your permission to collect your child from school. This also applies for anyone collecting your child from an afterschool club or school trip.

If we do not have authority for your child to go home with a different adult at the end of the day, then you should either ring the school office or email Susie on [secretary@stmawes.org.uk](mailto:secretary@stmawes.org.uk) before 3.00pm, to let us know the arrangements. Your child will not be allowed to leave until we have confirmation from yourselves of the new arrangements.

Finally, an updated version of the **Walking Trips Consent Form** is enclosed, please sign and return as soon as possible.

Many thanks

Susie Goold  
School Secretary

